

# John R. Rogers High School Air Force Junior ROTC Cadet Guide

2021-2022 edition



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## **INTRODUCTION**

The United States Air Force Junior ROTC Unit (WA-20001) was established at John R. Rogers High School in August 2000 by agreement between Spokane School District 81 and the United States Air Force.

The AFJROTC curriculum includes aerospace-related academic instruction, leadership training and physical education. The Aerospace Science Instructors are retired USAF personnel with decades of Air Force experience. Additionally, they have extensive backgrounds in professional education and Air Force training. The cadet corps is managed and operated by cadet commissioned and non-commissioned officers. Through the cadet organization, cadets learn leadership, follower-ship and teamwork skills and how to organize, direct and execute activities.

This document contains policy guidance, requirements, and rules of conduct for AFJROTC cadets at John R. Rogers High School. Remember – it is only a guide and not a substitute for initiative, common sense, and good judgment. We congratulate each of you on your decision to enroll in the AFJROTC program. We wish you success and personal satisfaction as members of John R. Rogers High School’s Air Force Junior Reserve Officer Training Corps.

## Chapter 1

# MISSION, GOALS AND OBJECTIVES

**1.1. Mission Statement.** The mission of the John R. Rogers Air Force Junior ROTC Program is to “Develop citizens of character dedicated to serving their nation and community.” We fulfill our mission by emphasizing the Air Force Core Values of “Integrity First, Service Before Self, and Excellence in All We Do”. Additionally, students are expected to conduct themselves according to the cadet honor code which states, “We will not lie, steal, or cheat nor tolerate among us anyone who does.” These principles are the foundation of the character development program.

**1.2.** The **goals** of the AFJROTC program are to instill:

- 1.2.1. The values of citizenship,
- 1.2.2. Service to the United States
- 1.2.3. Personal responsibility, and
- 1.2.4. A sense of accomplishment.

**1.3. Objectives.** The objectives of AFJROTC are to educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self- discipline through education and instruction in air and space fundamentals.

**1.4.** This program will enable the students to:

- 1.4.1. Develop a high degree of strong morals, self-esteem, self- reliance, personal appearance, and leadership.
- 1.4.2. Adhere to the values of integrity, service, and excellence.
- 1.4.3. Increase their understanding of patriotism and responsibilities as US citizens.
- 1.4.4. Participate in community service activities.
- 1.4.5. Expand their skills of critical thinking and problem solving, communication and collaboration, and creativity and innovation.
- 1.4.6. Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills.
- 1.4.7. Acquire a broad-based knowledge of aerospace studies and leadership education.
- 1.4.8. Strive to graduate from high school and prepare for college and careers in the 21st century.
- 1.4.9. Cultivate a commitment to physical fitness and a healthy lifestyle.

## Chapter 2

# CADET HONOR CODE

**2.1. Basis of the Cadet Honor Code.** The Air Force Core Values of “Integrity First, Service Before Self, and Excellence in All We Do” lay the foundation for our Cadet Honor Code. By embracing these Core Values and living by the concepts of the Cadet Honor Code, cadets will lay a solid foundation towards their character development and to becoming active and responsible citizens. Integrity is the indispensable Air Force Core Value and the basis of the Cadet Honor code.

**2.2. Relevancy.** These words are specific and clear in their demands and are still relevant in our society though seldom lived out. Cadets are challenged to embrace a higher standard. A cadet should be honest in both words and deeds. Cadets should not make evasive statements, should do their own work, and should assist others in a sense of cooperation to meet our common goals. Trustworthiness is necessary for the welfare and continued existence of our civilized society. The code requires self-control and conscious effort to not take the easy road for short-term success, but to take the hard road that produces long term success. Eventually, living by the code will become a part of the cadet’s total lifestyle. The Honor Code stresses that lying, stealing, and cheating are not tolerated and that HONOR is a noble, moral standard that is the essence of not only the cadet corps but of our civilized society.

**2.3. Expectations.** The Cadet Honor Code is: “We will not lie, steal, or cheat nor tolerate among us anyone who does.” We can learn a lesson from all the service academies whose men and women adhere to the same strict honor code. Though this is a seemingly hard code to live by, it’s not so tough when you consider that by putting on the uniform you are putting on the public trust as well. Although as a JROTC cadet you are not committed to the Air Force, you are still expected to try to bring honor to yourself and your school. The best way to do that is to guard your integrity as the most precious asset you have. Do not lie, steal or cheat, or allow anyone else to, and you will always have the trust you’ll need to succeed.

**2.4. Violations.** A cadet Honor Board will be convened to investigate reported violations and, if a violation is determined, to propose sanctions. The board will consist of at least three senior staff members in good standing. Confidentiality should be maintained to safeguard undue damage to a cadet’s reputation should a charge prove to be groundless. Consequences will be proportional to the severity of the violation, the cadet’s time in the cadet corps, and any previous violations. The SASI and ASI will investigate charges that come to their attention and review the findings and recommendations of the Honor Board. Charges amounting to criminal activity will be referred to the appropriate law enforcement personnel.

**2.4.1. Consequences.** The Honor Board will recommend sanctions which may include counseling, reduction in rank, restitution, mediation, failing grade (for cheating), removal from position of responsibility, or a combination of the above. The most serious violations will result in removal from the cadet corps and forfeit of credit towards a Certificate of Completion for the current academic year.

## Chapter 3

# ENROLLMENT

**3.1. Eligibility.** To be eligible to participate in the AFJROTC program, a student must be enrolled in the 9<sup>th</sup> through 12<sup>th</sup> grade and attending the AFJROTC course of instruction at John R. Rogers High School. Exceptions are made only with permission from JROTC instructors and the school's principal. A minimum of 100 students who are physically fit citizens or nationals of the United States, or aliens who are lawfully admitted to the United States for permanent residence, are required for unit viability.

**3.2. Transfer Cadets.** Transfer of students from other JROTC units is permitted with credit given for training already received. Student's retention of temporary or permanent rank made in another unit will be individually reviewed by the SASI/ASI.

**3.3. Reserve Cadets.** A Reserve Cadet is a student who has previously completed one entire AFJROTC academic program year and cannot participate in the program for the current year. Students meeting these criteria may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets will retain their permanent rank and will wear the uniform on scheduled days.

**3.4. Disenrollment.** A cadet may be disenrolled for any of the following reasons:

3.4.1. Failure to maintain acceptable AFJROTC standards (haircut, grooming, proper uniform wear, etc.)

3.4.2. Defiance, refusal to participate in training, indifference to training and behavior requiring consistent disciplinary intervention.

3.4.3. Failure to remain enrolled in school.

3.4.4. Individual request for release, consistent with current John R. Rogers High School drop/add policy.

3.4.5. At the discretion of the SASI/ASI in accordance with the memorandum of understanding.

## Chapter 4

# CADET CONDUCT

**4.1. Classroom Expectations.** In order to allow all cadets to experience the unique traditions and discipline common in the military culture and environment, each cadet will:

- 4.1.1. Not eat, drink or chew gum in the classroom.
- 4.1.2. Not wear headgear or hoods in the classroom.
- 4.1.3. Not use profanity.
- 4.1.4. Be in the assigned seat when the late bell rings, with any required items.
- 4.1.5. Power off all personal electronic devices while in class.
- 4.1.6. Be in appropriate work out clothing to participate in physical training days.

**4.2. Social Media.** Cadets must take great care in posting content and be aware of the reputation that is formed as a result. Cadets are encouraged to identify themselves as members of AFJROTC on private social media to reflect positively on the program to consumers of that media. Any instance of harassment, intimidation or threats will not be tolerated and will be reported to the appropriate authority. Online arguments only reveal the participants' poor conflict resolution skills and never end well for either side.

- 4.2.1. Social media posts which reflect negatively upon the AFJROTC program are prohibited.
- 4.2.2. Cadets will not participate in social media which in any way reflects sponsorship by AFJROTC without prior written permission of the SASI or ASI.
- 4.2.3. Cadets will not use their cadet position or rank or any authority associated with their status for private gain. Cadets will not use Air Force or AFJROTC logos without express permission.

**4.3. Unauthorized Clubs.** Cadets will not facilitate, or otherwise participate in a secret social group or private club as part of the AFJROTC program.

**4.4. Prohibition on Physical Discipline and Hazing.** Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated.

- 4.4.1. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing
- 4.4.2. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.

4.4.3. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

4.4.4. Physical punishment does not include voluntary physical exertion resulting from or caused by training for or participating in athletic competition or recreational activity shared by cadets in an instructor directed activity, which may include, but is not limited to, physical education exercises, field trips, or other community service activities.

**4.5. General Military Traditions.** Cadets will observe military customs and courtesies at all times while in the classroom and whenever in uniform. The practice of saying, “Yes Sir/Ma’am/Chief” or “No Sir/Ma’am/Chief” to those in authority is always observed in the cadet program. Such responses reflect respect for one’s self and others and long-established military customs and courtesies.

**4.6. Public Display of Affection (PDA).** Public displays of affection are inappropriate as they detract from the professional image the AFJROTC intends to project to the public. Any time when in uniform cadets must not engage in PDA including, but not limited to, holding hands, walking arm-in-arm, embracing, caressing, and kissing. Rules concerning PDA apply on uniform days in and outside of the AFJROTC classroom and during AFJROTC activities. AFJROTC rules concerning PDA apply throughout the school on uniform day, regardless if the uniform is being worn or not. At all other times, John R. Rogers HS PDA rules apply.

**4.7. Start of Class.** When passing period ends, all cadets will be in their seats. The Flight Sergeant (Flt Sgt) and an assistant will be at attention at the front of the room.

4.7.1. The Flt Sgt gives the preparatory command “FLIGHT” and all cadets go to seats attention. Upon the command of execution “ATTENTION” all cadets come to and remain at attention. The Flt Sgt will have the cadets recite the Air Force Core Values in unison. The Flt Sgt will then give “PARADE...REST”.

4.7.2. The assistant will proceed to the podium, with military movements, and begin calling out the flight attendance. When the cadet’s name is said by the assistant, that cadet will come to attention, and state “HERE” and return to parade rest.

4.7.3. Upon completion of attendance, the assistant will then call the flight to attention and have the flight recite the Cadet Honor Code. The assistant will march to the Flt Sgt, salute, and give the report, “X cadets absent; all present or accounted for.” The Flt Sgt then returns the salute and both do a facing movement towards the direction from which the instructor will approach.

4.7.4. Upon arrival of the instructor the Flt Sgt will give the report. After accepting the report, the instructor will then direct the actions to face the flight and the Flt Sgt directs “SEATS...AT EASE”. If the Flt Sgt is absent, the assistant will replace him or her and alternates will fill in as needed.

**4.8. End of Class.** Upon end of class cadets will be seated with the Flt Sgt and assistant at attention at the front of the room.



4.8.1. The Flt Sgt gives the preparatory command “FLIGHT” and all cadets go to seats attention. Upon the command of execution “ATTENTION” all cadets come to and remain at attention.

4.8.2. The assistant gives the command, “(*flight name*) FLIGHT...DISMISSED”. The flight is then dismissed and may leave the classroom.

**4.9. Saluting.** The salute is a friendly military exchange of greeting the world over. Military personnel consider the salute a courteous and respectful greeting among members. It is one of the oldest traditions bringing military professionals together. You will be taught the proper manner of saluting and the rules which govern its uses among the military services. There are special rules at John R. Rogers High School governing the salute and saluting areas with which you must be familiar.

4.9.1. When outdoors in uniform at John R. Rogers High School, saluting is always required. Salute when approximately six paces from the officer (The only no-hat, no salute areas are the Pirates Cove, and any covered, outdoor area.)

4.9.2. A salute is rendered indoors only when reporting or giving reports. A cadet will have to report when sent to the SASI or at special occasions.

4.9.3. A salute is never given or returned while running. The cadet will instead come to a quick time (a walk) and render the salute when approximately six paces from the officer.

**4.10. Reporting In.** Every cadet must know how to report in to the SASI in a military manner. The following procedure will be used:

4.10.1. If the SASI is engaged in conversation or the door is closed, carefully consider coming back at a more opportune time. Otherwise, stand at the threshold and knock twice.

4.10.2. Upon being given permission to enter march to a position no closer than two paces from the SASI’s desk, render a salute and say, “SIR, Cadet (*your rank and last name*) reporting to see you!” and state the reason for your visit.

4.10.3. Remain at attention until told otherwise.

4.10.4. Once your business has been concluded, and you have been dismissed, take one step back, render a salute and say, “Good morning, sir,” or “Good afternoon, sir.” Face about and march out of the room.

## Chapter 5

# PERSONAL APPEARANCE AND UNIFORM WEAR

**5.1. The Air Force Uniform.** The reputation of the United States Air Force as a professional military organization is known worldwide. Since the uniform you wear is a symbol of that reputation, each cadet in the AFJROTC program at John R. Rogers High School must wear it properly and behave appropriately while in uniform. This cannot be over-emphasized, since the uniform, except for the insignia, is the same as worn by active duty Air Force men and women.

**5.2. Each cadet must participate in at least one uniform wear day per week while simultaneously meeting AFJROTC grooming standards.** Anytime students are wearing the uniform they will abide by all Air Force standards for correct uniform wear, proper grooming standards, and proper personal conduct. The once-per-week uniform wear requirement is an all-school-day requirement, not limited to an AFJROTC classroom or the AFJROTC class period, but will include all non-AFJROTC classes attended by the student. However, when other clothing is specifically required by non-AFJROTC classes, such as shop, culinary, or physical education, changing is allowed for the duration of that activity.

**5.3. Grooming Standards.** Effective upon enrollment, personal appearance and grooming standards are required for all cadets during uniform days. Cadets who have not yet been issued a uniform will comply with grooming standards on uniform days. All cadets will meet minimum uniform wear standards and requirements **within 45 calendar days** from the start of school, or enrollment of the cadet, or they will be disenrolled. Hair must be a natural, human hair color. Hair in front will not touch the eyebrows or protrude below the band of properly worn headgear. Refer to AFI 36-2903, AFJROTCI 36-2010 and the Operational Supplement Chapter 7 Change 1 for complete guidance.

**5.4. Tattoos.** Any tattoo which is visible while a cadet is in uniform will only be permitted at the discretion of the SASI/ASI. Even though military tattoo prohibitions are slowly relaxing, any tattoo may render a cadet disqualified for military service or from desirable duty positions within the military. Cadets who desire a career in the military are advised to avoid tattoos altogether.

**5.5. Body Piercing/Ornamentation.** With the exception of stud earrings for women, when in uniform, all cadets are prohibited from attaching, affixing, or displaying objects, articles or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part. Dental ornamentation is prohibited in uniform.

**5.6. Male Cadets.** Hair will be neat, clean, trimmed, and presented a groomed appearance. Hair will not touch the ears or the collar, except for the closely cut hair on the back of the neck. Male cadets are prohibited from wearing hair in faddish styles e.g., braids, rat-tail, cornrows, Mohawk, “white sidewall”, “side strips”, “etching”, or bulky styles. Hair must be a natural color. Sideburns will be neatly trimmed in the same manner as the hair. They will not extend beyond the bottom of the ear opening, must be straight and even in length, and will end with a clean shaven, horizontal line. A “buzz-cut” or shaved head is not required.

5.6.1. The face will be clean-shaven, with exception of a mustache if desired. If worn, mustaches will be neatly trimmed, must not extend downward beyond a vertical line drawn upward from the corner of the mouth. No other facial hair is permitted.

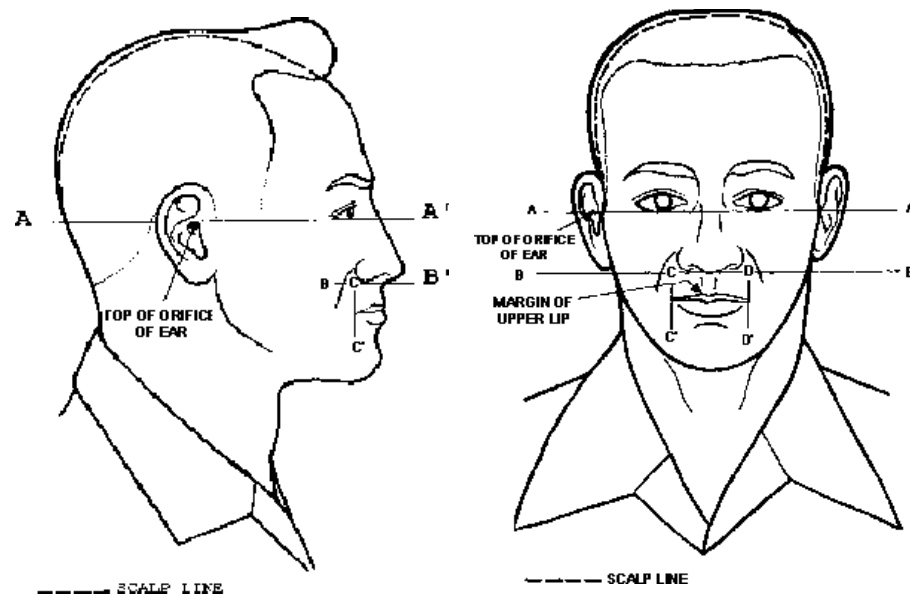


Figure 5.1 Male Grooming.

5.6.2. Male cadets will not wear visible piercings while in uniform, including tongue piercings, earrings, tunnels and gages. Male cadets are not authorized to wear cosmetics or nail polish. Fingernails will be clean and well groomed.

5.6.3. Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Only a white V-neck undershirt is authorized when wearing the opened collar short-sleeved shirt.

5.6.4. Clip-on neck-ties are not authorized.

5.6.5. The belt is threaded through the loops to the LEFT.

5.6.6. Male cadets are not authorized to wear earrings while in uniform.

**5.7. Female Cadets.** The hair must be styled to permit proper wear of Air Force headgear to a maximum bulk of 3 1/2 inches from scalp. If dyed, hair must be a natural color. It should always be clean and neatly arranged. If pinned up, hair will be styled in a manner that prevents loose ends from extending outward from the head. Braids, micro-braids and cornrows are authorized. Hair will not be worn below the bottom of the collar edge at the back of the neck. Hair will be groomed so that it does not touch the eyebrows and will not cover any portion of the face. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized.. Ponytails are allowed which do not extend below the collar.

5.7.1. Hair ornaments such as ribbons will not be worn. Pins, combs, or barrettes similar in color to the individual's hair color may be worn. Hairnets are not authorized.

5.7.2. Cosmetics, if worn, will be conservative, in good taste, and not contrast distinctly with the cadet's natural complexion.

5.7.3. Earrings may be worn. They must be gold, silver, white pearl or diamond studs. Only one earring per ear allowed, and must be in the lobe. Eyebrow, nose and tongue piercings are not allowed in uniform.

5.7.4. If worn by females, nail polish will be a single color that does not distinctly contrast with the cadet's complexion or be extreme colors (purple, gold, black, blue, bright red, or fluorescent). French manicures are permitted. Fingernails must not exceed ¼ inch in length beyond the fingertip.

5.7.5. Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Only a white V-neck style undershirt or tank-top is authorized when wearing opened collar service uniforms. Undergarments which are other than white will not be visible through the light blue shirt.

5.7.6. Black pumps are optional personal expense items. Cadets may wear black pumps as an optional item for school or social occasions. Corfams are not authorized other than for Color Guard duty.

5.7.7. Nylons may be substituted (commercial, sheer, nylon hose in black, off-black, dark blue, dark brown, or neutral that complement the uniform and the cadet's skin color) for black socks. Patterned hose is not allowed.

5.7.8. The belt is threaded through the loops to the RIGHT.

**5.8. General Rules for Wearing the Uniform.** Once a cadet has been issued a complete uniform, that cadet will be required to wear the uniform every Wednesday unless otherwise instructed. The first Wednesday of the month Service Dress (3 button coat, long-sleeved shirt and tie/tab) is worn.

5.8.1. Only authorized uniform items will be worn. DO NOT mix any uniform item with civilian clothing or any clothing item not authorized by AJFROTC.

5.8.2. The flight cap is worn whenever outdoors except in pre-designated no-hat areas. The Pirate's Cove, adjacent to the commons, is a no hat area. The proper hat position is tilted slightly to the wearer's right with the vertical crease of the cap in a straight line with the nose and approximately one-inch above the eyebrow in the front. The cap will not be folded or crushed in any way, when worn. When not worn, the flight cap may be tucked under the belt on the left side of the belt buckle, between the first and second belt loops.

5.8.3. The short sleeve blue shirt is worn with the top button unbuttoned without a tie or neck tab. The long sleeve shirt is always worn with a tie or tab. The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. Shirrtails are tightly tucked in at the sides to make it neatly form fitting. No items will be carried in the shirt pockets. **Shirts should be laundered after each wearing.** They do not need to be dry-cleaned.

Medium to light starch will keep the shirts neat through the day. See the Operational Supplement Chapter 7 for placement of items on the shirt.

5.8.4. Your “GIG” line is the line formed by the button edge of the shirt, the edge of the belt buckle, and the fly of your trousers. The “GIG” line should always be kept straight. Check it frequently. The chrome tip of the belt will extend beyond the wearer’s left (for men) or right (for women) with no belt fabric visible between the tip and the buckle.

5.8.5. The bottom of the trouser legs will be tailored in such a manner as to cause a slight break in the front trouser crease while touching the shoes. The rear pocket of the trousers will be buttoned at all times. Articles carried in the pocket will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

5.8.6. The sleeve of the service coat will extend between where the thumb joins the wrist and the first knuckle of the thumb. The outside pockets of the service dress coat are for decoration only. Nothing should be carried in them. There are two inside pockets for carrying small, flat items. All outside pockets and snaps will be secured at all times. The coat will be donned and buttoned whenever outside the classroom.

5.8.7. Wear only a **clean, white V-neck style undershirt, with no writing or graphics**, when wearing open-collar short-sleeved light blue shirt. Members may wear the white V-neck, athletic or crew-neck style undershirt when wearing closed-collar shirt with a tie or tab.

5.8.8. The socks must be **black and at least crew length**. No other colors are authorized.

5.8.9. The leather low quarter shoes will be laced to the top and shined to a high gloss at all times. Corfams (patent leather) are only authorized for cadets to wear while performing Color Guard duties.

5.8.10. All pockets must be buttoned.

5.8.11. Trim loose strings and frayed seams on the uniform.

5.8.12. Avoid carrying bulky items in the pockets.

5.8.13. Replace missing buttons promptly. Buttons on the service coat are oxidized silver. Do not attempt to shine them.

5.8.14. Carry books and other objects in the left hand to free the right hand for saluting.

5.8.15. Never place any articles under the epaulet of the windbreaker.

5.8.16. Wrist watches, identification bracelets, and rings (three maximum) may be worn. Necklaces will not be visible. Large pendants, ankle bracelets, and other conspicuous adornments are prohibited.

5.8.17. All insignia are fastened with brass or black plastic clasps (frogs).

5.8.18. Hitchhiking, performing hard manual labor, engaging in rigorous sports activities, etc, while wearing the uniform is not permitted.

5.8.19. Conservative sunglasses may be worn outdoors except in formation. Mirrored lenses are prohibited.

5.8.20. Cadets are not permitted to smoke in uniform.

5.8.21. Do not stand or walk with hand(s) in pocket(s), except to insert or retrieve an item.

5.8.22. Do not consume food and/or beverages while walking in uniform.

**5.9. Shoulder Cords.** Cadets are authorized to wear one braided cord on the left shoulder of the service dress jacket or the light blue shirt. On the service dress jacket, cords will be pinned to the shoulder with the pins on the inside, hidden beneath the cord. The following colors are authorized: Group CC – purple, Ops CC – gold, Log CC – blue, Color Guard – white, Drill Team – purple and gold, CyberPatriot – blue and white.

## Chapter 6

# LOGISTICS

**6.1. Cadet Responsibility for Government Property.** Protecting issued government property is each cadet's responsibility. All uniform items (with the exception of shoes and socks), AFJROTC textbooks, clothing, etc. are loaned to you by the Air Force. Each uniform and equipment item must be accounted for at all times.

6.1.1. At the time you are issued your uniform and items of equipment, you will be required to sign a checkout form and place your initials on each line for individual items of uniform and equipment issued. Each item then becomes your responsibility. If you lose an item, or willfully or negligently destroy it, you must pay for it. At the time uniforms and equipment are issued, you will be advised of the cost of each item. The cost of replacement, however, will be the cost that is in effect when the account is cleared.

**6.2.** One complete uniform with all accessories and insignia is issued to each cadet. Each cadet must understand that all uniform items or equipment (with the exception of shoes, socks, ribbons and nametag) must be returned or paid for before the end of the school year.

**6.3.** Uniforms must be turned in to the ASI after the last uniform inspection; they must be dry-cleaned before being turned in. Neither the AFJROTC Certificate of Training nor the Certificate of Completion will be awarded until all uniform and equipment items have been turned in.

**6.4.** Cadets will not enter the logistics storage area without the permission of the Logistics Officer, Logistics NCO, or one of the instructors. The equipment storage area will not be left unattended when unlocked. Only cadets who are on the logistics staff will be allowed to issue items.

**6.5.** All accountable uniform items must be managed, issued, and inventoried via WINGS by individual size and quantity. At a minimum, update WINGS weekly with any changes. The accountable uniform items and their costs are listed in the table below. Non-accountable uniform items (caps, socks, rank, ribbons, PT gear, belts, etc.) may be (but are not required to be) inventoried via WINGS.

**6.6.** Clothing items that become worn or otherwise unserviceable should be turned in to the ASI as soon as possible. If the unserviceable condition is due to fair wear and tear in normal use, the items will be replaced at no cost. Items of clothing that do not fit properly should be exchanged, or altered after approval of the ASI.

**6.7.** When turning in or exchanging uniform items or other equipment. Remember, only the ASI can clear your account.

**6.8.** Record uniform items issued to cadets via WINGS. As a minimum, each cadet must sign a hand receipt (WINGS generated or locally developed) which indicates their understanding of responsibility for Air Force uniforms. NOTE: The parent/guardian signature is optional.

**6.9.** Cadets who plan to return to AFJROTC the next academic year may be allowed to retain their uniform items over the summer break at the instructors' discretion. WINGS must reflect current uniform accounting.

**6.10. Best Practices.** To preclude unnecessary expense to the cadet, and to provide for efficient turn-in of uniforms and equipment, follow these best practices:

6.10.1. Do not leave uniform items in unlocked lockers or unattended in other places at school.

6.10.2. Do not lend uniform items to other cadets or persons.

6.10.3. Place your name on your uniform (in an inconspicuous place) with suitable clothing identification tape or indelible ink. If using ink, be sure bleed-through will not occur.

6.10.4. Keep the changing areas and back room neat. Never leave personal clothing items on the floor. Place personal shoes inside the low-quarters box and on the shelf for the correct flight. Store all other clothing in the hang-up bag on racks in the back room.

6.10.5. Be alert for uniform or equipment items left or misplaced by another cadet. Turn in such items to the ASI.



## Chapter 7

# COMMUNITY SERVICE AND FUNDRAISING

**7.1. Cadet Involvement.** Community service by the cadets is a key tenant of good citizenship and provides an exceptional opportunity to develop teamwork and cadet corps ownership. Cadet leadership should make community service a top priority. The goal is to get the maximum cadet participation in each event. Higher cadet participation rates lead to higher recruitment and retention rates, as well as providing opportunities for greater corps visibility.

**7.2.** Community service events are only those AFJROTC-sponsored and school approved events which are 1) planned by the cadet corps, 2) organized and executed by the cadet corps, and 3) supervised by a certified AFJROTC instructor.

**7.3.** To properly count community service hours, the unit will count only the actual hours spent performing the community service at the event location. The unit may also count any preparation time (dressing out, loading supplies, etc.) and the time it takes to travel from the school to the community service project. Cadet leadership should take the initiative to develop programs and activities throughout the academic year which provides opportunities for every cadet enrolled in the program to participate.

**7.4.** Cadets should plan events, recruit volunteers to participate, execute, and recognize cadets who participate (e.g. linking community service as one of the criteria for promotion).

**7.5.** Cadets will record participation hours in the Events section of WINGS no later than one week after the event is complete. Based on WINGS records, the leadership should identify cadets who have earned the Service Ribbon and are eligible for promotion.

**7.6. No-Shows.** Cadets who sign up for an event and fail to show up, without a valid excuse, will have their total community service hours reduced for promotion purposes. The deduction will be in proportion to the number of hours the event would otherwise have added to their total.

**7.7. Permission Slips.** Parent/guardian permission is required for any activity which takes place either outside the normal school day or off school property. Cadets will neither volunteer for nor take part in events for which their parents/guardians have not granted permission. The district approved form will be used to document permission. Cadets will submit a signed form prior to placing their name on the volunteer list for such events. For events that require absence from class, cadets will also complete the *Teacher Permission Form*. These forms are available from the cadet operations staff. There is no need to have either the SASI or the ASI sign the *Teacher Permission Form* for AFJROTC events.

**7.8. Fundraising.** While the Air Force pays for cadet uniforms and specified operational expenses, other expenses are not reimbursed such as special uniform items and social events. No cadet is authorized to obligate the corps or AFJROTC for any fundraising activity without first receiving express approval of the SASI or ASI.

7.7.1. Fundraising activities will be initiated, planned and executed by the cadet corps and their parents. Activities must be coordinated through the Associated Student Body (ASB) or the Parent's Group. The ASB holds meetings monthly to deconflict fundraising activities throughout the school. It is imperative that a representative from the AFJROTC be at these meetings to get fundraisers approved.

7.7.2. Once a fundraiser has been approved, a cadet in charge will be assigned to the project who will be responsible for directing all aspects of the activity.

7.7.3. Any and all funds collected during fundraising events will be turned in for deposit as soon as possible. Individuals will never retain collected funds.

7.7.4. Hours spent raising funds for the Rogers High School AFJROTC will not be counted towards community service.

## Chapter 8

# WELLNESS AND PHYSICAL FITNESS

**8.1. Wellness Program.** AFJROTC instructors must ensure any wellness program is implemented with cadet safety as the primary consideration. During scheduled PT/Wellness class, cadets will be in either AFJROTC PT Gear or Unit Local Purchase PT Gear.

**8.2.** Prior to starting any fitness training program or assessment, cadets must obtain parental permission using the current year Parental Consent form found in WINGS |CadetData | Parental Consent Form.

**8.3.** Prior to conducting the unit Wellness Program, units will conduct and load the Cadet Physical Fitness Test (PFT) initial assessment into WINGS in “PFT Event” **within the first 45 calendar days of school** to determine each cadet’s fitness level. Unit will perform one exercise from each of the five PFT activity numbers listed.

**8.4.** When all 5 PFT events have been loaded in WINGS, unit will go to Cadet Data | PFT Assessment Mass to calculate the composite score | Add new Value | Select latest PFT event date which will include all 5 PFT events | Add. Click on cadet selection tool | Fetch | Select All | OK | Apply | Save. This will complete the PFT Assessment Mass. (Reference WINGS Users Guide)

**8.5.** Cadets will also conduct a final PFT Assessment Mass **no later than 30 calendar days before the end of the school year** to determine cadet’s overall improvement and load the final scores into WINGS.

**8.6.** Units may choose to use the Cadet Wellness Program located in WINGS “Published Files”, or develop a unique version of a Cadet Wellness Program that meet school requirements. Any Wellness Program that exceeds allowable 20% curriculum delivery requires an approved curriculum waiver.

## Chapter 9

# CADET ACTIVITIES

**9.1. Extra-curricular Activities.** Fun activities outside the normal academic regimen are what makes AFJROTC a unique experience for cadets. Most of these activities are optional and are not part of the formal curriculum. They are normally at no expense to cadets and occur outside the school day. No other school organization offers private pilot scholarships, drill team, summer survival week, or a military Dining-In, to name a few examples.

**9.2. LDRs:** Specific extra-curricular activities are referred to as Leadership Development Requirements (LDRs) and are an important part of every AFJROTC program. LDRs are AFJROTC-sponsored and school-approved teams and/or committees that normally plan or participate in events conducted outside classroom hours (before school/after school). These events are planned, organized and executed by the cadet corps while being supervised by a certified AFJROTC Instructor. Units are partially evaluated based the strength of their LDR programs. Below is a list of the LDRs arranged by category.

<b>STEM Based</b>	<b>Activity Based</b>	<b>Unit Based</b>
UAS (multicopter or RC aircraft)	Marksmanship	Planning Committee
StellarXplorers	Raiders/Fitness	Flag Detail
CyberPatriot	Drill	Sports Teams
JLAB	Color Guard	Awareness Presentation Team
Rocketry	Archery	Tutoring
Robotics	Orienteering	Spirit Squad
Astronomy	Kitty Hawk Air Society	Saber Team
Meteorology	Boxing	Chorus

**9.2.1. Drill Team.** Drill team is open to all cadets and represents John R. Rogers High School AFJROTC in drill competition and at ceremonial functions. Ribbons and awards may be earned by participating in this activity. The goals of the drill team include: 1) Compete with honor and pride, 2) To be as precise as possible in drill routines and 3) Build teamwork and esprit de corps.

9.2.1.1. Selection of members: Any cadet in grades 9-12 with at least a C average in every class is qualified to seek membership in drill team. Drill team members will be required to take the zero hour class to permit maximum participation by all cadets. Selection for team membership will be based on the ability and willingness to follow orders, cooperation, enthusiasm, attentiveness, discipline, respect for authority, and competence in routines. Drill team commander will be determined by a selection board.

**9.2.2. CyberPatriot.** The Air Force Association sponsors the National Youth Cyber Education Program to inspire students toward careers in cyber security and other STEM disciplines critical to our nation's future and security. The on-line competition puts teams of high school and middle school students in the position of newly hired IT professionals tasked with managing the network of a small company.

**9.2.3. Junior ROTC Leadership and Academic Bowl (JLAB).** JLAB is an on-line national knowledge contest sponsored by the College Options Foundation. All cadets will participate in the Practice Test. RHS AFJROTC will be allowed one team consisting of four cadets, freshmen, sophomores and juniors. Seniors may not participate on the team.

### **9.3. Other Cadet Activities.**

**9.3.1. Cadet Leadership Course.** At the close of the school year, a number of cadets are invited to take part in an outdoor survival experience facilitated by USAF Survival instructors. This one week camping adventure teaches leadership, resourcefulness, and teamwork.

**9.3.2. Social Activities.** The cadet group conducts various social events, which may include a Dining-in, a Military Ball, picnic, and Field Days, special parties, parades, etc. These events are planned by the cadet staff and are open to all members of the corps (certain restrictions may apply for each activity).

**9.3.3. Curriculum in Action (CIA).** CIA field trips are scheduled at various times throughout the year to enrich program activities. The cadet leadership should perform the planning and execution of the field trip to promote cadet ownership. Cadets planning the trip must account for instructor participation, funding, chaperones, transportation, lodging, meals, school absences, parental consent, medical considerations, and distinct school and district requirements.

**9.4. Documentation.** Use the field trip checklists for AFJROTC found in the Operational Supplement Chapter 2 along with the applicable Rogers HS and Spokane School District checklists, forms and requirements. Field trips will be planned and accomplished in accordance with the Spokane Public Schools Procedure No. 6625 *Instructional Field Trips and Extracurricular Events Travel Procedure*. Instructors will complete the Spokane Public Schools Field Trip Checklist Form 19-0004.

**9.5. Flight Academy Scholarships.** The Air Force JROTC Flight Academy, Chief of Staff Private Pilot Scholarship program, is a collaborative effort between the aerospace industry and the Air Force to address a national pilot shortage. The Flight Academy is intended to inspire and encourage high school youth toward aviation careers. Cadets receiving a scholarship will be scheduled to attend a flight school during the summer at one of six partnering universities to earn their private pilot's license and up to 12 college credits. The programs will run approximately six to nine weeks and starts as soon as possible during the summer break.

#### **9.5.1. Flight Academy Minimum Eligibility Requirements:**

9.5.1.1. Be currently enrolled in AFJROTC

9.5.1.2. Be at least 16 years old by 1 June in the year in which you desire to attend.

9.5.1.3. Possess a current (within first 45 days of school) AFJROTC Presidential physical fitness assessment score.

9.5.1.4. Have a cumulative grade point average of 3.0 or above (on a 4.0 scale).

9.5.1.5. Be endorsed by your Senior Aerospace Science Instructor and Principal or High School Counselor.

## Chapter 10

# CADET RANK AND PROMOTIONS

**10.1.** The desire for promotion provides constant challenge and motivation. The change of insignia that accompanies a promotion, reflects visible evidence of leadership potential and standing among one's contemporaries. The insignia is evidence of willingness to accept responsibility, and a demonstrated maturity, not additional authority or status. The SASI and ASI have the final approval authority on all promotions and job assignments. Changes will not take place without SASI/ASI approval.

**10.2.** To give the maximum number of cadets an opportunity to perform in a leadership role, a rotation system may be used. Normal rotation to either lateral or lower positions, therefore, is not considered a demotion. All cadet staff and most commander positions are subject to normal rotation after each year, or earlier if the SASI so elects. Flight Commanders, Flight Sergeants, Logistics NCOs, and Element Leaders may be rotated each semester to provide more leadership opportunities for all cadets or as needed.

**10.3.** There are two types of rank a cadet may hold: permanent and temporary. In many instances both may be held at the same time. WINGS documentation will reflect whether the grade is temporary (T).

**10.3.1. Permanent Rank.** All cadets start their first semester in the program at the rank of Cadet Airman Basic (C/AB) and are promoted to Cadet Airman (C/Amn) at the end of the first semester, so long as they are in good standing. Cadets in good standing receive an additional promotion at the beginning of each school year without regard to prior grades. Cadets from other schools may enter the RHS program with their retained rank.

**10.3.2. Temporary Rank.** A promotion may be authorized due to the temporary duty title of the cadet. Temporary ranks are awarded only when they are higher than the permanent rank. If a cadet holds temporary rank, they will wear the insignia of the temporary rank when it is higher. If a cadet no longer holds the duty title for which the rank was authorized, they will revert to their permanent rank.

**10.4. Promotion Eligibility.** The Cadet Group Commander will convene a promotion board each quarter after the grade reports are out. The cadet promotion board will consist of the Cadet Group Commander, the Group Command Chief, the Cadet Squadron Commanders, the SASI and the ASI. Adherence to the Core Values, community service hours, extra-curricular activities, and leadership potential, will be considered by the promotion board.

**10.4.1.** The threshold for promotion consideration based on community service hours is TEN hours. Cadets who participate in extra-curricular activities (sports, employment, etc.) may be considered for promotion without ten hours of community service.

**10.4.2.** Once a cadet has been selected for promotion, the ceremony will take place at the earliest uniform wear day. If the candidate fails to wear the uniform on the appointed day, that cadet will not receive the promotion until a subsequent promotion ceremony is held.

**10.5. Academic Probation.** A cadet who receives a failing grade on a quarterly or semester grading period will be placed on academic probation. Cadets on academic probation will be considered for suspension from staff positions of leadership or responsibility until all grades are raised to passing. Cadets on academic probation will not be eligible for promotion until the next grading period.

**10.6.** The SASI and ASI will select the Senior Staff, including the Cadet Group Commander. The Cadet Group Commander will nominate cadets to other leadership positions.

**10.7. Demotion.** When a cadet displays a serious deficiency in the daily application of the core values, demotion may be the appropriate course of action. Demotion occurs when a cadet's rank is lowered because of continued failure to perform prescribed cadet duties, indifference, inaptitude, failure to respond to counseling, or other serious deficiencies in the cadet's performance. Further action is also grounds for possible dismissal from the cadet corps, although all dismissals will be the final say of the SASI and ASI.

## Chapter 11

# MANAGEMENT OF THE CADET CORPS

**11.1.** The following chart reflects the Cadet Group organization. Organizational charts break the functions of the group down to specialized tasks. The responsibilities associated with each task are found in the corresponding job description in chapter fourteen of this Guide. Each cadet should become familiar with all the job descriptions to gain a more complete understanding of those jobs as they relate to the total group.

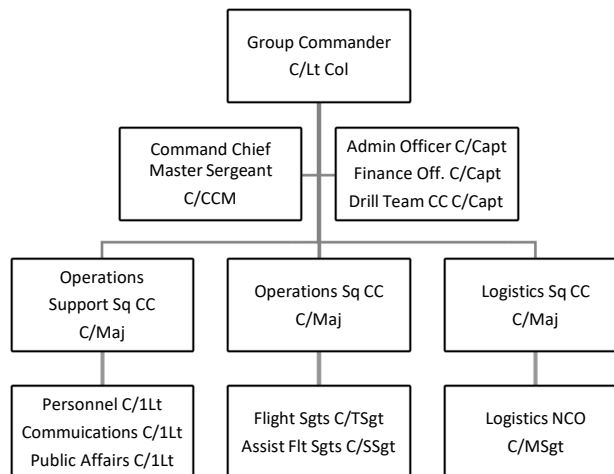
**11.2.** The Cadet Group commander and subordinate cadet commanders will nominate members of the corps who they feel would be best suited to fill the desired positions. The nomination process will be at the discretion of the cadet commanders with final approval resting with the SASI/ASI. Upon selection for a position the nominee will be informed of the decision

**11.3.** The organization charts reflect a CHAIN OF COMMAND by a solid line connecting the functions of the positions. Information, guidance, and decisions flow down the chain of command in the form of oral and written instructions. Information and recommendations, which are used by cadet leaders in decision-making, also flow up the chain of command. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communications flow throughout the organization, the group will quickly become ineffective.

**11.4.** The relationship between group officers and staff specialists within each flight is one of coordination. Through assignment of tasks by the staff officer, specialists carry out the work of the staff.

**11.5.** Authorized leadership positions are shown in the Unit Manning Document found below. Cadets must learn the duties and responsibilities of their assigned positions and should learn as much as they can about other positions in the group. Promotions will be based on job performance and potential for more responsible jobs.

**11.6.** Sample Unit Organization Chart:





## 11.7. Unit Manning Document

<u>No. Auth.</u>	<u>Duty Title</u>	<u>Highest Grade Authorized</u>
<u>Command Section</u>		
1	Group Commander	C/Lt Col
1	Deputy Group Commander	C/Maj
1	Group Command Chief Master Sergeant	C/CCM
1	Drill Team Commander	C/Capt
1	Color Guard Commander	C/1Lt
1	Public Affairs Officer	C/1Lt
1	Public Affairs NCO	C/MSgt
1	Finance Officer	C/Capt
1	Unit Historian	C/SSgt
<u>Operations</u>		
1	Operations Squadron Commander	C/Maj
1	Operations NCO	C/SMSgt
6	Flight Sergeants	C/TSgt
<u>Operations Support</u>		
1	Operations Support Squadron Commander	C/Maj
1	Personnel Officer	C/1Lt
1	Personnel NCO	C/MSgt
1	Administrative Officer	C/Capt
1	Administrative NCO	C/MSgt
1	Communications Officer	C/1Lt
1	Communications NCO	C/MSgt
<u>Logistics</u>		
1	Logistics Squadron Commander	C/Maj
1	Logistics NCO	C/MSgt
26 Total		

**11.8. Example Position Descriptions.** As with the active Air Force, responsibilities and duties increase with rank. Each cadet is expected to prepare for assuming additional responsibility as they are placed in higher positions. The following example job descriptions outline some of the possible duties of each leadership position.

**11.9.** The Cadet **Group Commander** is responsible for:

- 11.9.1. Directing the members of his/her staff and subordinate commanders.
- 11.9.2. Identifying and establishing goals to be attained by the staff; subordinate commanders and members of the corps.
- 11.9.3. Preparation and presentation of the Unit Mission Briefing
- 11.9.4. Completion of the annual Self-Inspection Checklist
- 11.9.5. Convening cadet boards as required
- 11.9.6. Nominating deserving cadets for awards
- 11.9.7. Appointing cadets in charge of events
- 11.9.8. Ensuring that all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- 11.9.9. Administering group activities according to Air Force principles and procedures.
- 11.9.10. Representing the Group at all public corps related functions
- 11.9.11. The appearance, discipline, efficiency, and training of the unit

**11.10.** The Cadet **Deputy Group Commander** is responsible for:

- 11.10.1. Assuming command of the Group in the absence of the Cadet Group Commander
- 11.10.2. Assisting the Cadet Group Commander as directed
- 11.10.3. Coordinating and supervising the Cadet Group staff activities as directed.
- 11.10.4. Presiding over cadet boards as required
- 11.10.5. Preparing agendas for the staff meetings
- 11.10.6. Keeping the Cadet Group Commander informed of all activities.
- 11.10.7. Performing the duties of Inspector General to include investigating complaints and recommending corrective actions.

**11.11.** The Cadet **Operations Squadron Commander** is responsible for:

- 11.11.1. Command and control of their squadrons using the staff and subordinate commanders: overseeing the flight commanders.
- 11.11.2. The appearance, discipline, and training of their Squadron.
- 11.11.3. Assisting the instructors in the conduct of leadership training
- 11.11.4. Establishing goals to be met by the Squadrons.
- 11.11.5. Relaying information from the Cadet Group Commander to the Flight Commanders.
- 11.11.6. Acting as a liaison between flights and command staff
- 11.11.7. Performing other duties as assigned by the Cadet Group Commander
- 11.11.8. Assisting instructors in scheduling and planning details for all cadet field trips
- 11.11.9. Keeping the Cadet Group Commander informed of all activities.
- 11.11.10. Learning the responsibilities and procedures of each functional area of operations support.

**11.12.** The Cadet **Drill Team Commander** is responsible for:

- 11.12.1. Leading the Cadet Drill Team in ceremonial functions
- 11.12.2. Commanding the Cadet Drill Team in competitive drill meets.
- 11.12.3. Maintaining a comprehensive folder describing and diagramming team's routines. This folder should be a written document that can be reviewed by all concerned.
- 11.12.4. Ensuring Drill Team equipment is properly accounted for and kept ready for the next use (white gloves, rifles in working order and degreased, berets clean and chords clean and accounted for; this is not all inclusive).
- 11.12.5. Ensuring that the Team is prepared for local parades and drill competitions
- 11.12.6. Training the Cadet Drill Team in basic and exhibition drill maneuvers.

**11.13.** The Cadet **Logistics Staff** is responsible for:

- 11.13.1. Assisting with the ASI with the receipt, issue and accountability of all uniform items and supplies related to the operation of the cadet corps.
- 11.13.2. Assisting the ASI in maintaining cadet supply records.
- 11.13.3. Organizing and supervising the maintenance, repair, and cleaning of the AFJROTC supply room, uniforms, supply and equipment.
- 11.13.4. Assisting the instructors in inventories and equipment.
- 11.13.5. Recruitment and scheduling cadets for periodic cleaning of all glass cabinets and picture frames.
- 11.13.6. Providing cadets for self-help projects as outlined by the SASI/ASI
- 11.13.7. Training at least one ASIII cadet in the duties and responsibilities

**11.14.** The Cadet **Personnel Staff** is responsible for:

- 11.14.1. Maintaining cadet forms and typing all special orders as required by the SASI.
- 11.14.2. Maintaining current logs of special order numbers and a copy of each special order published during the school year
- 11.14.3. Serving on cadet boards as necessary.
- 11.14.4. Filling all documentation in cadet records
- 11.14.5. Drafting special orders regarding personnel actions (promotions, assignments, ribbons, etc.)

**11.15.** The Cadet **Administrative Staff** is responsible for:

- 11.15.1. Taking down, typing, publishing, distributing, and posting times of cadet group staff meetings within 48 hours of the meeting.
- 11.15.2. Assisting in assigned tasks by command staff.
- 11.15.3. Authenticating, publishing, distributing, and filling all publications of the corps to include special orders, regulation, forms and other directives
- 11.15.4. Keeping the organizational chart current, posting changes in grade, rank, and other changes.

**11.16.** The Cadet **Public Affairs Staff** is responsible for:

- 11.16.1. Coordinating all matters of AFJROTC publicity with the SASI
- 11.16.2. Coordinating with the school newspaper/yearbook staff regarding AFJROTC publicity.
- 11.16.3. Preparing AFJROTC publicity for the following:

- 11.16.3.1. The school public (students, teachers, etc.)
- 11.16.3.2. The local public
- 11.16.3.3. The national public (Air Force Times, Air Force Magazine, etc.)
- 11.16.4. Maintaining the unit scrapbook, history, or other records reflecting the accomplishments and activities of the cadet corps.
- 11.16.5. Maintaining the AFJROTC display cases in the hallways of the main building.
- 11.16.6. Arranging for cadet photographer, using the corps camera to be present at all AFJROTC activities (This includes having roster of trained photographers available and coordination with the ASI on camera/film availability.)
- 11.16.7. Providing a cadet, when needed, to operate the video camera at activities/events such as:
  - 11.16.7.1. Athletic events
  - 11.16.7.2. Drill meets
  - 11.16.7.3. Parades
  - 11.16.7.4. Fundraisers
  - 11.16.7.5. Other functions
- 11.16.8. Assisting the SASI/ASI in all ROGERS HS AFJROTC Group recruiting efforts, including:
- 11.16.9. Contacting middle school principals and setting up Drill Team exhibition performances
- 11.16.10. Periodically contacting middle school counselors and ensuring they have an adequate supply of AFJROTC recruitment brochures.
- 11.16.11. Arranging Awareness Presentation Team visits to the middle schools and talk with the classes about AFJROTC

**11.17. The Cadet Finance Staff** is responsible for:

- 11.17.1. Maintain records of cadet corps' financial state.
- 11.17.2. Ordering supplies in conjunction with the Logistics Squadron Commander and ASI.
- 11.17.3. Assisting the command staff in assigned tasks
- 11.17.4. Assisting the instructors and Group Commander in planning, organizing, controlling and coordinating unit fundraising activities.
- 11.17.5. Training at least one second or third year cadet in the duties and responsibilities.

**11.18. The Cadet Command Chief Master Sergeant** is responsible for:

- 11.18.1. Advising the Cadet Group Commander in matters of morale and welfare concerning the ROGERS HS AFJROTC group
- 11.18.2. Holding any necessary cadet NCO staff meetings to insure that proper support is being given to the Cadet Group Commander
- 11.18.3. Directly supporting the Operations Squadron Commander in planning and coordinating of leadership and fundraising activities.

**11.19. The Cadet Flight Sergeants** are responsible for:

- 11.19.1. Acting as a role model.
- 11.19.2. Calling the class to attention at the end of the tardy bell and prior to dismissal.
- 11.19.3. Dismissing the flight with the permission of the instructors

- 11.19.4. Appearance, discipline, efficiency, and training of the flight and for conduct of flight members in the academic classroom
- 11.19.5. Ensuring the classroom is left in an orderly and clean condition at the end of each period. If the class is allowed to leave before cleaning up, he/she will ensure the classroom is clean prior to departure.
- 11.19.6. Acting as advisor to the SASI on matters pertaining to the flight.
- 11.19.7. Leading and directing the flight at all corps and flight functions
- 11.19.8. Advising the instructors on matters pertaining to the cadet flight.
- 11.19.9. Leading and directing the cadet flight at all cadet formations
- 11.19.10. Nominating deserving cadets for awards

## Chapter 12

# AWARDS AND DECORATIONS

**12.1.** The group awards and decorations program is the responsibility of the cadet commanders and flight sergeants. Cadets are nominated for local unit awards by their chain of command with the SASI as the final approval authority. After a cadet participates in an activity for which an award is authorized the cadet in charge of that activity is responsible for forwarding the nomination to the chain of command within ten days. The award should be processed and presented at the earliest awards and promotions ceremony. The key staff will document the award in WINGS.

**12.2.** All awards and decorations are worn on the uniform in accordance with AFI 36-2903 and AFJROTCI 36-2010. Only the awards appearing in the AFJROTC Operational Supplement, Chapter 7 will be allowed.

**12.3. Medals.** Medals and ribbons will not be worn together. Medals may not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber Patriot, Academic Bowl, etc. Medals may only be worn with the service dress uniform during formal and semi-formal occasions of a limited nature, for example: dining-ins, award ceremonies, picture days, color guard and honor guard ceremonies. Wear medals on a mounting rack in the proper order of precedence as published in the Operations Supplement Chapter 7.

**12.4.** A number of distinctive awards are authorized for cadets to recognize outstanding academic and leadership performance or for a specific display of valor. Medals, ribbons, and certificates are awarded in the following categories:

**12.5. NATIONAL AWARDS:** National awards are presented to cadets selected by the SASI and approved by the principal. These awards are authorized by AFROTCI 36-2010. Cadets may refer to eligibility that criteria in that instruction.

### **12.6. AFJROTC AWARDS:**

These local awards are authorized by AFJROTC instruction 36-2010 and are presented to cadets selected by the SASI and ASI upon nomination by the cadet's chain of command. The awards and their criteria are as follows:

**12.6.1. Outstanding Flight Ribbon.** This ribbon is awarded to the flight which accumulates the most points throughout the school year. Each member of the flight is awarded the Outstanding Flight Ribbon to wear on their uniform. Flights composed of only senior cadets or key staff flights are not eligible to compete. The remaining flights are scored on four criteria. The flight with the best record for each of the following criteria will be awarded six points, then five, four and so on. The following criteria will be used for scoring purposes:

**12.6.1.1. Service:** The flight with the highest number of community service hours per cadet will receive six points. Count ten hours of community service each month for cadets who are employed after school or are inter-scholastic athletes.

12.6.1.2. **Grade Point Average:** The cumulative GPA of each cadet is averaged into a flight GPA. The flight with the highest GPA will be given six points.

12.6.1.3. **Uniform Wear:** The flight with the best uniform wear record will be given six points.

12.6.1.4. **Fitness Test Scores.** The percentile for each cadet in the flight will be averaged and the highest will be awarded six points.

12.6.2. **Outstanding Cadet Ribbon.** Is a ribbon awarded annually at the SASI's discretion to the outstanding cadet from each class who displays high moral character, demonstrates positive personal attributes, demonstrates outstanding military potential, and attains academic and military excellence.

12.6.3. **Leadership Ribbon.** Is a ribbon awarded to a cadet for consistently outstanding performance in a position of leadership in AFJROTC above and beyond expected performance.

12.6.4. **Achievement Ribbon.** Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one award during a one-year period.

12.6.5. **Superior Performance Ribbon.** Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC for a single or sustained performance of a superior nature in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

12.6.6. **Academic Ribbon.** Is a ribbon awarded to cadets who attain an overall average of at least a "B" with an "A" average in AFJROTC for one academic term.

12.6.7. **Cadet Leadership Course (CLC) Ribbon.** Is a ribbon awarded to Cadets who have completed an AFJROTC Leadership School of at least 5 days duration. For each additional CLC completion an additional bronze star will be awarded. A Silver Star will be awarded for outstanding performance or leadership ability at a CLC to the top 10% of the class.

12.6.8. **Orienteering Ribbon.** Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum.

12.6.9. **Leadership Development Requirements (LDR) Leadership Ribbon.** Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).

12.6.10. **Drill Team Ribbon.** Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least three drill performance events, i.e., competitions, special school events, community demonstrations (cumulative).

12.6.11. **Color Guard Ribbon.** Is a ribbon awarded to cadets who are participants in five scheduled Color Guard events.

12.6.12. **Sabre Team Ribbon.** Is a ribbon awarded to cadets who perform at least three saber team performance events (cumulative).

12.6.13. **Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for an entire school year and no adverse reports from other staff or faculty in an academic term to be eligible to qualify for this award.

12.6.14. **Service Ribbon.** Is a ribbon awarded for distinctive performance in school, community, or AFJROTC service projects. Limited to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded.

12.6.15. **Health and Wellness Ribbon.** Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award.

12.6.1.1. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device;

12.6.1.2. 85-95% will receive a Silver Star device; and

12.6.1.3. 96-100% will receive a Gold Star device.

12.6.1.4. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

12.6.16. **Recruiting Ribbon.** Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC.

12.6.17. **Activities Ribbon.** Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year.



12.6.18. **Attendance Ribbon.** Is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year.

12.6.19. **Dress and Appearance Ribbon.** Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible.

12.6.20. **Longevity Ribbon.** Is a ribbon awarded to cadets in good standing for completion of each Military Studies year.

12.6.21. **Bataan Death March Memorial Hike Ribbon.** Is a ribbon awarded to cadets who complete a locally determined 14-mile course in a span of one to no more than 3 days.

12.6.22. **Patriotic Flag Ribbon.** Is a ribbon awarded for participation in non-color guard ceremonies specifically designed to honor our nation's flag, such as flag raising, flag retirement, flag folding, and historical flag demonstrations. Cadets must participate in a minimum of five events.

**12.7. Cadet Airman, NCO, and Officer of the Semester.** To improve morale, enhance promotion opportunities, and recognize cadets who have made contributions to the corps and AFJROTC, unit ROGERS HS will hold two semester awards boards. These boards will select cadets of the semester for airman, NCO, and Officer categories. The ASI and SASI will have the final approval on all selected.

12.7.1. The board will consist of the SASI, the ASI, the Cadet Group Commander, the Cadet Deputy Group Commander, and the two Cadet Squadron Commanders. The board will meet NTL the first week of the month for the first semester. For the second semester, the board will meet one week before the military ball to choose award winners

12.7.2. Any cadet supervisor may nominate a cadet junior to them who works for them. The nomination package must include the nominee's name, rank, position (job), and written justification. The supervisor must ensure that the cadet being nominated deserves the award. Nomination letters go directly to the Cadet Group Commander by the fifth calendar day after the first semester ends and by the end of April.

**12.8. Awareness Presentation Team Badge.** The awareness presentation team badge will be awarded to cadets who are selected to participate in APT activities. These activities can include, but are not limited to, middle school visits, lunch recruiting tables, and any other awareness or recruiting event. Cadets will be selected based on their appearance in uniform, maturity, poise, and briefing skills.

## 12.9. Varsity Letter Requirements.

- ✓ A minimum of two years, or four semesters, must be completed.

### 80 points needed to earn an AFJROTC Letter

- ✓ 5 pts per semester in the program
  - ✓ 5 pts for a 3.7-4.0 GPA per semester
  - ✓ 4 pts for a 3.4-3.6 GPA per semester
  - ✓ 3 pts for a 3.0-3.3 GPA per semester
  - ✓ 4 pts for 0-2 entire day absences per semester
  - ✓ 3 pts for 3-5 entire day absences per semester
- (An absence is an absence whether or not it is excused)**

- ✓ 1 pt for every hour of community service performed
- ✓ 1 pt per color guard performed
- ✓ 2 pts per honor guard performed
- ✓ 2 pts per parade performed
- ✓ 3 pts per Drill Team competition
- ✓ 2 pts per Color Guard competition
- ✓ 2 pts per PT Competition
- ✓ 2 pts Award earned at Military Ball
- ✓ 4 pts for a 1<sup>st</sup> place in a Drill Team Meet
- ✓ 3 pts for a 2<sup>nd</sup> place in a Drill Team Meet
- ✓ 2 pts for a 3<sup>rd</sup> place in a Drill Team Meet
- ✓ 1 pt for 4<sup>th</sup>-6<sup>th</sup> place in a Drill Team Meet
- ✓ 2 pts per CyberPatriot Competition
- ✓ 4 pts per CyberPatriot National Competition

(This includes IDD, IAED, Drill Team Commander, or Color Guards)

- ✓ 2 pts for every semester on key staff or flight staff
- ✓ 2 pts for every committee i.e. Military Ball/Dining-in
- ✓ 2 pts per semester of club joined i.e. Kitty Hawk/Orienteering
- ✓ -2 pts per non-uniform wear
- ✓ -2 pts per unexcused/no-show i.e. Community Service, Color Guard, etc.

➤ **SASI & ASI** have final say in the decision of whether or not a cadet will receive a letter.

## Chapter 13

# CERTIFICATES OF TRAINING AND COMPLETION

**13.1** There are two types of certificates that may be awarded to AFJROTC cadets. They are the CERTIFICATE OF TRAINING and the CERTIFICATE OF COMPLETION. Descriptions of each follow:

**13.2** CERTIFICATE OF TRAINING: Presented to cadets in good standing who satisfactorily complete **two** full years of a JROTC program and who graduate from high school or transfer to another school. With the CERTIFICATE OF TRAINING, a cadet may be excused from one academic term (semester or quarter) of the General Military Course (GMC) of the senior AFROTC program. This privilege must be arranged with the PAS at the time of college or university enrollment.

**13.3** CERTIFICATE OF COMPLETION: Presented to cadets in good standing who satisfactorily complete **three** full years of the JROTC program. Cadets must have this certificate in their possession when joining the senior ROTC program or upon enlisting in the armed forces to gain benefits offered by successfully completing the JROTC program. With the CERTIFICATE OF COMPLETION, the cadet will be excused from either year of the GMC or the senior AFROTC program. This privilege, again, must be arranged with the Professor of Aerospace Science (PAS) at the time of the enrollment in the college or University. If the cadet elects to enlist in one of the branches of the armed forces, the CERTIFICATE OF COMPLETION will provide promotion to pay grade E-3, normally after graduation from basic training. Pay grade E-3 is the third pay grade in most of the armed services and is equivalent to the rank of Airman First Class in the USAF. This promotion provides considerable monetary benefit. It also makes the cadet senior to other personnel without such a certificate who enlist at the same time, and theoretically makes the cadet eligible for earlier future promotions.

APPENDICES

CADET OFFICER RANK



CADET ENLISTED RANK

