**CA-901st Cadet Hand Guide- 2017-2018 Edition**

**DEPARTMENT OF AEROSPACE EDUCATION**

Casa Roble High School

Orangevale, CA 95662

Foreword:

1. The California 901st Air Force Junior JROTC (AFJROTC) Program was established at Casa Roble High School in 1990, in an agreement between the San Juan Unified School District and the United States Air Force.

2. The AFJROTC curriculum includes aerospace science related academic instruction and leadership training. The Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI) are both retired Air Force personnel with a total of over 60 years of Air Force experience. Additionally, they have extensive backgrounds in Professional Military Education and Air Force training.

3. The cadet group is a military type organization, completely managed and operated by cadets. It is through this cadet organization that cadets learn leadership and organizational skills that will serve them well throughout their lives. They work together to plan and conduct a very wide variety of school and community service projects and thereby learn the true meaning of “service before self” and “excellence in all that we do”…objectives of the AFJROTC program.

4. This Cadet Guide contains policy, guidance, requirements, and rules of conduct for AFJROTC cadets of Casa Roble High School. Each cadet is required to read and study this Guide, as its contents must be mastered to be successful in the JROTC program.

5. Congratulations to each of you on your decision to enroll in the AFJROTC program! You are about to embark on a journey of learning that few high school students get to experience. We think you will be amazed at how much you will grow as an individual and we wish you success and personal satisfaction as members of the Casa Roble High School AFJROTC Group.

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 Senior Aerospace Science Instructor Aerospace Science Instructor

**CADET HONOR CODE**

This page may well be the most important in the Cadet Guide. Do more than just read it. Read it slowly…think it over…and read it again. Then think about its meaning and what honesty, integrity and honor really mean to you.

I Will Not LIE, CHEAT OR STEAL nor TOLERATE those among us who do.

These simple words provide a basis for your personal code of ethics that can last you the rest of your life. This code of honor is specific and clear. A cadet is expected to have complete integrity in both word and deed. It means being worthy of trust and being worthy of being put into positions of responsibility. Other cadets will depend on you and you will depend on them. Teamwork is then possible.

In any organization leaders tolerate mistakes and weaknesses in their subordinates, as long as they are making an honest effort. However, one weakness no one can tolerate is dishonesty. Dishonesty includes more than just blatant lying, cheating or stealing. It includes “talking around the truth”, withholding information, intentionally misleading someone, spreading rumors, or unfairly taking advantage of someone or some situation. Dishonesty can bring down any organization that depends on its members to trust each other and to work together as a team. Air Force Junior JROTC is this type of organization.

The code goes beyond compelling individuals to hold themselves to this standard, it requires them to enforce the code…to act positively if they observe or become aware of others violating the code. This is the code that we will structure all of our activities around in Air Force Junior JROTC. We must be able to trust each other at all times.

If you are caught violating the code, you can be removed from Air Force Junior JROTC. If you see or know of others violating the code, you must report it to an instructor. Honor and integrity…are not just words…make them a way of life.

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**CHAPTER 1**

MISSION AND GOALS OF THE AFJROTC PROGRAM

1. **MISSION:** Develop citizens of character dedicated to serving their nation and community.
2. **GOALS:** To instill in high school cadets the values of:
3. Citizenship.
4. Service to the United States.
5. Personal Responsibility.
6. A sense of Accomplishment.

#### UNITED STATES AIR FORCE CORE VALUES

1. INTEGRITY FIRST
2. SERVICE BEFORE SELF
3. EXCELLENCE IN ALL WE DO

# MISSION AND GOALS OF AFJROTC CA-901

1. **MISSION:** To develop informed and responsible young citizens who appreciate their heritage and are personally involved in service to their school and community.
2. **GOALS:** Casa Roble AFJROTC cadets should:
3. Develop an appreciation of the basic elements and requirements for national security and the role of the Military Services.
4. Develop and exhibit patriotism through personal service to the school and community.
5. Understand each citizen has a personal obligation to stay informed of current events and to contribute toward national and community goals.
6. Develop and exhibit habits of orderliness and attention to detail.
7. Strive for a high degree of personal honor, self-reliance, and self-discipline.
8. Exercise effective communication skills and use these in developing positive leadership and motivational traits.
9. Take pride in themselves and their unit and strive to always set the proper example in or out of uniform.
10. Work to become physically fit and live a healthy lifestyle by participating in AFJROTC physical activities.
11. Understand how to interact in a military type organization by actively participating in a student-run, corps of cadets organization, following the direction of higher ranking cadets and accomplishing assigned duties to the best of their ability.
12. Work diligently to do well in high school in order to pursue a higher education or vocational skills.
13. Take advantage of the many opportunities AFJROTC offers to develop life skills, through active participation in the cadet corps organization and its activities.

**CHAPTER 2**

## ADMISSION, TRANSFER, AND DISENROLLMENT OF STUDENTS

1. To be eligible for membership in the AFJROTC program, a student must be:
2. Above the 8th grade. Students may participate during the summer between 8th and 9th grade (as in attendance at an orientation or summer leadership school).
3. Enrolled in and attending a regular course of instruction at Casa Roble High School.
4. A citizen or national of the United States or an alien admitted for permanent residence (foreign students can participate, if IAW AFJROTCI 36-2001).
5. Capable and willing to participate in the complete AFJROTC curriculum. AFJROTC cadets march daily and exercise/play sports each week outside in northern California weather (very hot to cold conditions).
6. Selected by the SASI in coordination with the Principal to ensure enrolled students meet acceptable standards.
7. **Transfer of JROTC cadets or students from other area schools:**
8. Transfer of JROTC cadets from Army, Navy, Marine or other AFJROTC units may be admitted with full credit for training already received. Cadet rank and position, however, will be determined based on their JROTC record (from the losing unit) and the knowledge level of the transfer cadet on similar positions in AFJROTC.

B. **Intra-district transfer:** Students who use AFJROTC as the reason to transfer to

* Casa Roble must stay in the program for two academic years. If the student drops
* AFJROTC before the completion of the two years, then they must return to their school of residence.
* Cadets who fail the AFJROTC class will be returned to their school of residence.
1. A student will be disenrolled for any of the following reasons:
2. Failure to maintain acceptable AFJROTC course standards (haircut, grooming, not wearing/properly wearing the uniforms, participation in drill, athletics, etc.)
3. Inaptitude or indifference to training (poor attitude toward the program/cadets, failing the class, failure to follow directions of the SASI, ASI, or cadets of higher rank in the cadet organization, etc.)
4. Disciplinary reasons (including negative behavior in other classes and/or at school, as this is a direct reflection on the AFJROTC program).
5. Undesirable character traits (lying, cheating, theft, destruction/defacing property, smoking, drug/alcohol use, violating the cadet honor code, etc.)
6. Failure to remain enrolled in Casa Roble High School (this includes transfer to any alternative school or home/hospital schooling as AFJROTC can only be taught on the Casa campus).
7. Individual’s request for release.
8. Any other reason deemed appropriate by the SASI and Principal.
9. Cadet’s responsibility:

A. AFJROTC is an elective--it is not required for graduation. It is also not a class to correct behavior or attitude problems. Students who register for AFJROTC should have a strong desire to participate in a military-oriented, cadet-led, high performance service organization, where active participation in program activities is expected, especially in mandatory functions.

1. AFJROTC stresses the importance of personal responsibility and

accountability in obtaining a high school education. Students must obtain passing grades in both AFJROTC and their other classes to be eligible for to participate in AFJROTC extracurricular activities. This is AFJROTC policy. These activities include field trips, drill teams, and other events outside the classroom. As student grades change daily, formal report cards and progress reports are used for this purpose. Passing all classes is also needed for most cadet promotions.

C. Each cadet must agree to abide by the rules and regulations of the Aerospace Science Department and to accept financial responsibility for uniforms, textbooks, and other AFJROTC equipment.

1. **Special Note to Parents/Guardians:**
	1. **Students who elect to take AFJROTC need to be willing to “buy in” to the cadet organization and support our activities. Our daily cadet organization is run by cadets, specifically upper-class cadets who are in charge of the cadet corps jobs, training new cadets, counseling cadets, planning and directing major functions and maintaining good order and good conduct of the cadets in their charge. Cadets are expected to follow the directions of the cadets who are put in charge of the specific activity, class or project.**
	2. **In order to remain in AFJROTC, your cadet should not only be willing to be in this cadet led organization, but to have a good attitude, strive to learn and be productive in the tasks they are assigned. Priority for all teams, trips, events, and privileges such as social time in AFJROTC, is given to cadets who display a good attitude toward school and AFJROTC, wear their uniforms with pride, and who are involved and support our projects and functions.**

**C. Please do not force your student to take or remain in AFJROTC. We have found from years of experience this only makes your student miserable and uncooperative, and in turn, frustrates the other cadets who want to be here. Electives in high school are an opportunity for students to try classes they are interested in and are not for behavior modification.**

**CHAPTER 3**

**MILITARY COURTESY and CLASSROOM PROCEDURES**

1. **GENERAL:** Cadets are expected to observe correct military conduct at all times. This means that cadets are expected to behave in a manner that reflects credit upon themselves, their parents, fellow cadets, Casa Roble High School, and the United States Air Force.
2. **MILITARY COURTESY:** The practice of saying **“YES SIR/MA’AM”** and **“NO SIR/MA’AM”** to the instructors and cadets officers/NCOs senior in rank is always observed in an AFJROTC unit. This is NOT an option. REMEMBER: one day you will be an upper class cadet and you will want to be treated with respect. Such responses are long established military courtesies, which become habit if practiced continuously. You will also find this practice can serve you well in life in dealing with others. Showing others proper respect will gain you respect as well.
3. **CLASSROOM PROCEDURES:**
4. **Your AFJROTC class will begin with having everyone behind their chairs and at the position of parade rest BEFORE THE ONE MINUTE BELL RINGS** (REMEMBER: promptness is very important in life as well as in AFJROTC). The flight commander and the flight sergeant will be at the front of the classroom facing the other cadets at parade rest. The flight commander will be closest to the door. The flight sergeant will be at the podium to take the attendance.
5. When the final bell rings, the flight commander will call the room to attention and the flight sergeant will call the command “report”. At this command, each element leader, starting with the first element, will salute and report to the flight sergeant about the attendance status of their individual element. (Element leaders must know the name and rank of each cadet in their element). Example: “Sir/Ma’am, first element reports Cadet Smith absent and Cadet Jones tardy”.
6. The flight sergeant will return the element leader’s salute. The element leader then drops the salute, and the second element leader follows the same procedure. When all element leaders are finished with this procedure, the flight sergeant and the flight commander will face each other and the flight sergeant will salute and report the missing cadets to the flight commander. The flight commander will record the people late or absent.
7. The flight commander will lead the class in the Pledge of Allegiance, put them at ease, and make any announcements Before reporting to the SASI/ASI, the flight commander will tell them to take out their books, etc. and prepare for instruction. Then the commander will put the cadets at parade rest, take the attendance sheet, to the instructor office and salute the ASI (or SASI), make the report, and hand him the attendance sheet and return to the room. When the ASI (or SASI) enters the classroom the flight commander will call the room to attention. The ASI (or SASI) will verify the roll and take control of the class.
8. **TARDY CADETS:**

Tardy cadets will remain at the door through the reporting procedure. After the report has been taken, the tardy cadet will salute and report to the flight commander, “Sir/Ma’am, permission to enter the room TARDY.” Any excuse slips will then be given to the flight commander at that time. If you are later than 15 minutes to class, you are required to have an admit-this is a school rule, not an AFJROTC rule and it will be followed. The flight commander will then give the attendance and tardy report to the instructor along with any written excuses. If the cadet arrives after the instructor has already entered the room, the cadet must follow the same procedures with the instructor. AFJROTC does not take tardiness lightly and corrective action will be taken, so be sure to be on time!

1. **EXAMPLE OF DAILY REPORT PROCEDURES:**

**FLIGHT COMMANDER:** “Flight, attention!”

**FLIGHT SERGEANT:** “Report!”

**1st ELEMENT LEADER:**(If all in element are present) (Saluting):“Sir/Ma’am, first element reports all present and or accounted for.” (Sergeant salutes back, and the element leader drops his/her salute after the sergeant drops his/hers.)

**2nd ELEMENT LEADER:**(If a cadet is absent) (Saluting): “Sir/Ma’am, second element reports cadet (rank, last name of absent cadet) absent,” (Sergeant salutes back, and the element leader drops his/her salute after the sergeant drops his/hers.)

**3rd ELEMENT:**(If a cadet is tardy) (Saluting): “Sir/Ma’am, third element reports cadet (rank, last name of tardy cadet) tardy,” (Sergeant salutes back, and the element leader drops his/her salute after the sergeant drops his/hers.)

**FLIGHT SERGEANT:** Fills out the attendance slip with the proper markings, then faces the flight commander, salutes and repeats the status of the flight while handing the attendance slip to the flight commander) “Sir/Ma’am, (name of flight) reports (status given by element leaders).”

**FLIGHT COMMANDER:** Returns the salute, does an about face, reports to and hands the attendance slip to the instructor. The instructor will take the report, return the salute and direct the flight commander as required for that day’s activities.

If the instructor is delayed for some reason, the flight commander is allowed to put the flight in “seats and at ease” and the flight will patiently wait for the instructor. When the instructor arrives, the flight commander will call the flight to attention and give the report to the instructor.

**6.** Like all other high school classes, JROTC has a few common sense rules to follow:

1. Comply with the instructions given to you by the cadet in charge, especially when the instructor is not present.
2. Go to the restroom BEFORE CLASS!!!
3. Bring to class all required materials including the textbook/workbook needed for that day and pencil and paper, and your HOMEWORK! **Always wear shoes suitable for marching as we will march virtually every day that sergeant teaches (no flip-flops, scoots, high heels, platform shoes, etc.)**
4. Be attentive when someone else is speaking and be respectful to everyone. Common courtesy applies--raise your hand to be recognized, please do not interrupt others, and wait your turn to speak.
5. Turn in all homework and assignments on time. Late work will not be accepted unless you have been absent.
6. Do not sleep in class or put your head on the desk while an instructor is trying to teach. It is very disrespectful and distracting. If you are drowsy, go to the back of the room and stand up!
7. Do not bring chewing gum or drinks. Instructors may allow AFJROTC food items to be eaten during special events—they will decide, not you!

7. **DISMISSING THE CLASS:** At the end of each class period the instructor or flight commander will give the flight the command to “prepare for dismissal”. Cadets will then assemble their books/materials and backpacks, clean the area of trash, and insure seats are returned to their normal positions. The flight commander/sergeant will then do a quick inspection of the room, call the room to attention and formally dismiss them with the bell.

8. **ATTENDANCE AND TARDINESS:** We strictly monitor all absences and tardies. The instructor will contact the cadet’s parents/guardian if the cadet has more than three of either. If the behavior continues, the SASI will refer the cadet to the counselors/administrators. Excessive unexcused tardies/absences will prevent cadets from promotion and participation in AFJROTC activities/privileges.

**CHAPTER 4**

**APPEARANCE/CONDUCT OF CADETS**

Because you wear the official uniform of the United States Air Force at least once each week, you must be properly groomed throughout the school year. You will be inspected each week for proper grooming in uniform. This will be a significant part of your grade and be used to determine your level of advancement in the cadet corps.

Obviously, while you are in uniform, any objectionable behavior in public can create an unfavorable reaction toward you, the AFJROTC program and the Air Force. This means any time you are in uniform, proper conduct, actions, and attitudes will create and sustain a favorable reaction that will enhance the image of the cadet corps.

Once you have worn your uniform at school, everyone will realize you are an AFJROTC cadet even when you are not in uniform and they will have certain expectations of how you should conduct yourself. Therefore, as a cadet, you must constantly strive to present a well-mannered and properly groomed appearance in or out of uniform, IE males do not let beards/sideburns grow at school.

Personal grooming and uniform wear standards for AFJROTC cadets are detailed in Air Force Instruction 36-2903, which is available in the instructor office. Cadets who do not conform to these standards and/or choose to exhibit poor behaviors/attitudes cannot continue in the AFJROTC program. Remember AFJROTC is an elective--you do not have to take it, but if you do you must follow the rules.

1. **MALE CADETS will be inspected each week on the following:**
2. The face needs to be clean-shaven at all times. An electric shaver or hair removal product may be used to avoid razor shaving. Mustaches are permitted. If worn, mustaches will be neatly trimmed, not extending downward beyond the lip line of the upper lip and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth. Beards or goatees are not permitted.
3. Hair will be neatly cut, clean, trimmed, and present a tapered appearance on both sides and back--both with and without headgear. Tapered means when viewed from any angle the hair conforms to the shape of the head, curving inward to the natural termination point. The bulk of the hair will not exceed 1 and ¼ inches on the top of the head and will not exceed ¼ inch at the natural termination point. Hair must not touch the ears and only closely cut or shaved hair may touch the collar of the shirt. Hair in front will be groomed so that it does not show below the flight cap. Sideburns will be neatly trimmed and tapered, be straight and not flared, and end in a clean shaven horizontal line no lower than the lowest part of the ear opening. Hair will not be worn in an extreme or fad style (for example braided hairstyles, mohawks, ducktails, cornrows, partially shaved, etc.) and will not have any foreign items attached to it. If dyed, hair color must appear natural—no streaks, bright colors, etc.
4. The uniform tie will be tied in a double Windsor knot, with length no longer than the buckle of the belt, and not shorter than the last button of the blue shirt.
5. **FEMALE CADETS will be inspected each week on the following:**
6. The hair must be clean, well-groomed and neat in order to present a professional appearance. It will not contain an excessive amount of grooming aids. Hair will not touch the eyebrows when groomed nor protrude below the front band of properly worn headgear. There is one exception--hair may be visible in front of the women’s flight cap. Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. It will not exceed 3 inches in bulk or prevent proper wear of the headgear. Hair may not be worn in a fad or extreme. Dying hair is allowed, however the hair must be dyed a natural color. (I.e. No blue, bright red, etc.)
7. Long hair must be pinned up in a bun/roll arrangement so as to permit proper wear of the headgear and not allow the hair to extend below the bottom of the collar. Chopsticks are not allowed. All hair must be concealed within the bun. No spiking of hair with gel etc., is allowed in uniform.
8. In uniform, 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.
9. In uniform, earrings may be worn, if they are small, conservative, spherical, and pearl white, gold, or silver in color. Only one earring per ear is allowed.

E. In uniform, fingernails can be natural or be polished with a conservative single color (with no ornamentation), that does not detract from the uniform. If worn, cosmetics must be conservative and in good taste--no fads or garish colors.

F. Females will wear black, ½ inch to 2 inch heels in uniform, no flats are permitted

1. **BOTH MALE and FEMALE CADETS must avoid wearing showy/large jewelry/bright colored glasses, etc., or using radio/CD/IPOD type players when wearing the uniform**

A. Necklaces- religious, dog tags, etc., if worn cannot show above the open or closed collar of the shirt or through the shirt.

B. Bracelets (single band) or watches should be conservative and not more than one of either should be worn on each wrist. Colored rubber/plastic awareness bracelets are NOT permitted in uniform.

C. Rings should be conservative and not more than three should be worn.

D. In or out of uniform, body piercing will not be permitted, as this is a safety concern in many of our physical activities.

E. All watches must be to the following standards: Watches must be digital or analog, black or gold in color, and cadets may not wear more than 1 watch in uniform.

F. Male cadets will not wear earrings in uniform.

G. Cadets may not wear cell phones (Clipped to belt), pagers, or other clip-on electronics while in the uniform.

H. Public Displays of Affection (PDA)

 1) PDA is not permissible at any time while in uniform

 2) No hugs in uniform longer than 3 seconds

 3) No kissing while in uniform

 4) PDA in/out of uniform is not permissible in the JROTC room

5) PDA in/out of uniform is not permissible at any function

**IN SUMMARY, YOU WILL BE WEARING THE UNIFORM OF THE ACTIVE DUTY UNITED STATES AIR FORCE. NOTHING SHOULD BE WORN OR PLACED ON THE BODY WHICH WILL DETRACT FROM THE PROFESSIONAL APPEARANCE OF WEARING IT.**

**CHAPTER 5**

**WEAR OF THE UNIFORMS**

1. The reputation of the United States Air Force as a professional organization is known worldwide. Since the primary uniform you wear is a symbol of that reputation, each cadet in the AFJROTC program at Casa Roble High School must wear it properly. The importance of this cannot be over-emphasized, since the uniform, except for the insignia and patches, is the same as that worn by active duty Air Force men and women. **WEAR IT PROUDLY!** See the appendix and ask an upper class cadet for help in proper placement of uniform insignias/accessories.
2. **UNIFORM REQUIREMENTS FOR MALE/FEMALE CADETS:**
3. The flight cap is worn tilted slightly to the wearer’s right with the front crease pointing toward the lower center of the forehead and one inch above the right eyebrow. The flight cap will be placed firmly on the head, but not pulled down tightly. If it can only be worn in this manner, then it is either too big or too small. The cap will always be worn when outdoors **EXCEPT** in the following instance:

(1) While riding in busses, vehicles or on bicycles to and from school, or anytime wearing of the flight cap would be a safety concern.

1. The issued belt is threaded through the loops from left to right (or right to left for the optional female belt). When buckled, only the metal on the tip of the belt should show beyond the buckle (no material). The adjustable belt clamp is there in order to change the belt length and to permit the proper fit. Excess material should be trimmed so that it does not protrude beyond the back of the belt buckle (leave 1-2 inches). The buckle must have a scratch-free shine at all times.
2. The lightweight jacket (windbreaker) must have school and AFJROTC patches on it when worn and must be zipped up at least half way. NOTE: Rank insignia must also be worn.
3. The shoes will be laced to the top and shined to a high gloss at all times. Side soles/heels will be polished or edge dressing must be applied. Socks must be black. Female panty hose must be black, tan, or skin tone. Socks/hose must be worn when in uniform.
4. The short sleeve shirt with epaulets may be worn with or without a tab/tie. The shirttail is pulled down into trousers/slacks/skirt tightly and tucked at the sides to make it nearly form fitting. Shirt garters may be purchased at the cadet’s expense, but are not required. Military creases are not authorized, the only crease on the shirt is down the sleeves.
5. When wearing the shirt tucked into trousers or slacks with front fly opening, the button front edge of the shirt, the outside of the belt buckle and the fly must be aligned. This alignment of the shirt/belt buckle and the fly is called the “gig line”.
6. Cadets must wear the appropriate type of undergarments with their uniform. Male cadets must wear a plain white V-Neck T-shirt or the white U-neck undershirt under the uniform shirt. The V-neck shirt or undershirt must not be seen when the collar is open. These should not have logos or designs printed on them, as they can be seen through the uniform shirt. Similarly, female cadets must wear undergarments that are white or natural in color so they are not visible or noticeable through the light blue blouse.
7. The service coat is worn with appropriate rank, insignia, and ribbons. It is always worn with tie or tab and completely buttoned.
8. When in uniform no hands in any pockets **ever**. (Pants, jackets, etc. NOT EVER)
9. Running/Jogging is **NEVER** permitted while in Uniform.
10. **WHEN YOU MUST WEAR YOUR AFJROTC UNIFORM:**
11. **As prescribed by AFJROTC instructions, cadets must wear the Air Force Uniform at least one day per week and be inspected.** At Casa Roble High School, **Monday** of each week **is uniform day,** unless otherwise stated by the SASI. The uniform of the day will be posted each week and must be worn by all cadets all day with very few exceptions! It is each cadet’s responsibility to know if the uniform day has changed and what the uniform of the day is--check with your flight commander, flight sergeant, or element leader if you are not sure.

b. **THE WEEKLY UNIFORM INSPECTION (WHICH INCLUDES PERSONAL GROOMING) COUNTS 100 POINTS. NOT WEARING THE UNIFORM (OR NOT WEARING IT ALL DAY) WILL RESULT IN A ZERO FOR THAT WEEK’S UNIFORM GRADE. IF NOT EXCUSED, THIS CAN ALSO RESULT IN DEMOTION AND REMOVAL FROM POSITION FOR OFFICERs/NCOs,**

**YOU CANNOT PASS AFJROTC WITHOUT PROPER GROOMING AND WEARING YOUR UNIFORM CONSISTENTLY. YOU MUST WEAR YOUR UNIFORM PROPERLY AND WEAR IT ALL DAY ON UNIFORM DAY. SEE SCHOOL DISCIPLINARY ACTIONS BELOW FOR CONSEQUENCES.**

c**. EXCEPTIONS TO UNIFORM WEAR:** On uniform inspection day, students who are enrolled in any class that might soil the uniform are allowed to cover it with an old shirt/smock during the activity or lab coat provided by the school. Our uniforms cost over $300. It is the cadet’s responsibility to make sure they are not stained or damaged.

In some classes this will not be sufficient to protect the uniform, so cadets are excused from wearing their uniform ONLY during these classes, and ONLY when the classroom activity would likely stain, soil or ruin the uniform or the activity would not be appropriate in uniform. Instructors in these classes will be informed of this policy and will determine if the cadet should be allowed to go and change before the activity begins and then change back after the activity ends.

* Auto Shop

## Wood or Metal Shop

* Art or Ceramics
* AG
* PE
* Drama
* ROP

**CHANGING IN AND OUT OF UNIFORM**

Period 1: If you are excused from wearing your uniform during Period-1

(P-1), you are not required to wear your uniform to school…but be sure to bring ALL the parts. You are required to change into uniform during P-1 (with teacher permission) or the 10-minute break that follows P-1.

**Period 2:**  If you are excused from wearing your uniform during P-2, you must wear your uniform to school, change during the 10 minute break after P-1, (or during P-2 with teacher permission) and then change back into uniform during P-2 or at the beginning of lunch.

**Period 3:** If you are excused from wearing your uniform during P-3, you must wear it to school and change out during the last part of lunch (or during P-3 with teacher permission). After P-3 you are required to change back into uniform during P-3 or the 10-minute break between classes.

**Period 4:**  If you are excused from wearing your uniform during P-4, you must change out of uniform during the 10-minute break between P-3 and P-4 (or during P-4 with teacher permission). You are not required to change back into uniform after P-4. You may wear civilian clothes home from school and carry your uniform…you may NOT wear part military and part civilian clothing at the same time.

**Cadets who *forget* to change back into their uniform in accordance with the above policy will be given a zero for that week’s uniform inspection.**

d. **Do not** mix items of civilian attire with the uniform. The only exception is for cadets who have an injury that requires wearing a bandage/splint/cast or the wear of a soft-shoe, etc. These cadets may still wear the uniform after getting permission from the SASI or ASI. **Injuries that still allow the wear of civilian clothing and attending school may not be used as an excuse to avoid wearing the uniform.** For example, if you have a foot injury and can wear jeans, you can wear JROTC pants just as easily.

**RULE OF THUMB: If you come to school on a uniform day, you should be in uniform, unless your P-1 class is one of the above or the SASI/ASI has given you prior permission to do otherwise.**

e. You have ample time between uniform days to get your uniform ready for the next week. Excuses of “my uniform is still in the cleaners” or “I can’t find an item”, or “I didn’t spend the night at my house”, etc., are just excuses for poor planning and preparation. Only very exceptional circumstances presented by your parents/guardian to the instructors, will be considered in allowing you to make up the grade.

f. **Correction of uniform discrepancies**: Cadet officers and noncommissioned

officers (NCO’s) should inform cadets of uniform discrepancies when they are observed. Ask the cadet to step aside to talk privately or wait until the cadet can be approached individually. Try to use the correction as a learning experience by asking the cadet what the proper wear should be then explaining the proper way to do it. Obviously to do this your uniform must be totally correct, as you are setting the example to be followed. You should also take the opportunity to point out positive aspects of the uniform wear--especially to new cadets to encourage them.

g. **SCHOOL DISCIPLINARY ACTIONS: THE FIRST TIME YOU DO NOT WEAR YOUR AIR FORCE UNIFORM (OR DO NOT WEAR IT ALL DAY) AND IT IS NOT EXCUSED, YOU WILL BE ASSIGNED AN AFTER SCHOOL DETENTION. FOR THE SECOND UNEXCUSED NON-UNIFORM WEAR, YOU WILL BE ASSIGNED TWO AFTER SCHOOL DETENTIONS. FOR THE THIRD AND SUBSEQUENT UNEXCUSED NON-UNIFORM WEAR, YOU WILL BE ASSIGNED A SATURDAY SCHOOL AND MUST WEAR YOUR UNIFORM THERE. AFTER TWO SATURDAY SCHOOLS THE CADET WILL BE RECOMMENDED FOR REMOVAL FROM THE PROGRAM. THIS POLICY IS FOR ALL YEAR, IT DOES NOT START OVER DURING A NEW GRADING PERIOD.**

**NOTE: THIS ALSO APPLIES TO PROPER GROOMING. MALES/FEMALES NOT MEETING GROOMING STANDARDS ON UNIFORM DAY, WILL BE ASSIGNED THE SAME DISCIPLINE AS DESCRIBED FOR NON-UNIFORM WEAR AND WILL BE RECOMMENDED FOR REMOVAL AFTER TWO SATURDAY SCHOOLS.**

1. **WEAR OF THE PHYSICAL TRAINING (PT) UNIFORM:**
2. The **PT Uniform**, issued by AFJROTC, consists of a blue t-shirt with logo and blue shorts. Cadets must complete this uniform by wearing athletic shoes and primarily socks. Cadets may use their own shorts as long as they are all blue in color, and similar to our uniform shorts, with no logos of any kind. The PT uniform may be covered with the grey Air Force crew neck sweatshirt and grey sweatpants that are issued to them. These can be worn on cold days over the PT Uniform.
3. Physical training is an integral part of the AFJROTC program as it promotes a healthy lifestyle and enhances teamwork and camaraderie. Our program consists of exercises, running, and team sports such as softball, ultimate Frisbee, flag football, pinball, etc. In order to remain in JROTC, students must PARTICIPATE in the PT program
4. **Each Friday is PT day unless announced otherwise. On PT day cadets**

**must bring their PT uniforms to change into. Due to safety, cadets cannot wear necklaces, bracelets or other jewelry with the PT uniform, which might get caught or snagged. Fridays are fun for the cadets, but must also be productive.**

**D**. **CADETS MUST WEAR THE PT UNIFORM (INCLUDING**

**ATHLETIC SHOES) AND PARTICIPATE IN THE AFJROTC ATHLETICS PROGRAM. GRADES FOR PT DAY COUNT 100 POINTS--50 FOR WEARING THE PT UNIFORM AND UP TO 50 POINTS FOR ACTIVE PARTICIPATION. ANY EXCUSES DUE TO ILLNESS/INJURY MUST BE IN WRITING FROM PARENTS AND APPROVED BY THE INSTRUCTORS.**

**E.** **SCHOOL DISCIPLINARY ACTIONS: THE FIRST TIME YOU DO NOT WEAR YOUR PT UNIFORM AND IT IS NOT EXCUSED, YOU WILL BE ASSIGNED AN AFTER SCHOOL DETENTION. FOR THE SECOND UNEXCUSED PT NON-UNIFORM WEAR, YOU WILL BE ASSIGNED TWO AFTER SCHOOL DETENTIONS. FOR THE THIRD AND SUBSEQUENT UNEXCUSED PT NON-UNIFORM WEAR, YOU WILL BE ASSIGNED A SATURDAY SCHOOL. AFTER TWO SATURDAY SCHOOLS THE CADET WILL BE RECOMMENDED FOR REMOVAL FROM THE PROGRAM. THIS POLICY IS FOR ALL YEAR, IT DOES NOT START OVER DURING A NEW GRADING PERIOD.**

5. **WEAR OF THE CA-901 SPIRIT UNIFORM:**

a. The Spirit Uniform consists of a shirt with special logos on them, worn with civilian pants/shorts for both males and females. This uniform is not issued by the Air Force. It is unique to each unit and used for voluntary functions that do not require the official uniform. The Spirit Uniform is used to allow more comfort, especially when traveling to and/or participating in a wide variety of extra-curricular activities and field trips/projects. Many of these are done with other AFJROTC units and the Spirit Uniform identifies the Casa Roble unit and school and helps build esprit-de-corps and group unity.

b. The Spirit Uniform is issued once school begins each year. This is not a required uniform to take AFJROTC or participate in the basic AFJROTC course; however, it must be worn to participate in many volunteer events, such as field trips or to participate on AFJROTC competitive teams as explained above.

6. **WEAR OF THE BATTLE DRESS UNIFORM (BDU)**

A. **BDUs may only be worn one uniform day each month**--the second uniform day of each month and at special events designated by the ASI/SASI.

B. BDUs are not a uniform purchased by the Air Force for AFJROTC. Cadets must pay for the complete BDU uniform, including all tailoring, patches and having the patches put on. Boots must also be purchased.

C. Wearing the BDU uniform must conform to all requirements of

Air Force Instruction 36-2903. Cadets will be inspected to this standard.

# CHAPTER 6

# CLOTHING AND EQUIPMENT ACCOUNT

# UNIFORMS: A completely clean uniform including shirt, pants (males) or one pant and one skirt if available (females), service coat, tie/tab, light jacket, flight cap and all accessories/rank/insignia are issued to each cadet. These are all accountable items and must be turned in or paid for by the cadet. Other clothing items are also issued, but are not accountable and do not have to be turned back in: socks, shoes, AFJROTC PT shorts and t-shirts; however if these items are lost or damaged, the cadet must purchase replacements. Damage or loss of these items will be charged to the cadet. Cadets must purchase their own personal name tags--we will collect money and order them for the cadets. Uniforms (pant length, skirt hem, service coat sleeves) will be altered at no cost to cadets--but must be done where we have a contract--we will give out this information with your uniform.

#  EQUIPMENT ITEMS: Protecting government and school property/equipment is each cadet’s responsibility. Other items of equipment belong to, or are the responsibility of Casa Roble High School. This includes items such as computers, software, drill team and honor guard equipment, sports equipment, TVs, VCRs and many other items. Cadets must use this equipment properly and return it after each use. Damage or loss of these items will be charged to the cadet using the item(s).

# VIRTUALLY EVERY THING YOU WILL USE AS A CADET IN AFJROTC WILL BE EITHER GOVERNMENT PROPERTY OR SCHOOL EQUIPMENT. EACH ITEM OF GOVERNMENT PROPERTY OR SCHOOL EQUIPMENT MUST BE PROPERLY USED, PROTECTED AND ACCOUNTED FOR AT ALL TIMES. THIS IS YOUR RESPONSIBILITY AS A CADET AND YOU WILL BE HELD ACCOUNTABLE.

1. At the time you are issued your uniforms and accessories, you will be required to sign a clothing issue form. Each item then becomes your personal responsibility. **IF YOU LOSE IT, STAIN IT, TEAR IT, OR RUIN THE ITEM IN SOMEWAY, YOU WILL BE REQUIRED TO PAY FOR IT.** At the time of issue, 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.
2. If you are worried about losing items of your uniform and having to pay for it, just follow these simple rules:

A. **DO NOT** leave uniform items in unlocked lockers or unattended in other places at school.

B. **DO NOT** lend your uniform items, insignias, or other equipment to other cadets or persons.

C. **DO NOT** permit another cadet to turn-in your uniform or equipment items.

D. **DO NOT** carry the flight cap with your books. If not being worn, tuck it under your belt.

E. **DO NOT** place your uniform in the care of others.

F. **DO use laundry tape** toplace your name on each uniform item in an inconspicuous place. Do not write directly on the uniform item!

G. **DO** be alert for uniform or equipment items left or misplaced by others. Turn in such items to your flight representative.

H. **DO** turn in only cleaned and pressed uniform items on hangers or pay the deposit for them to be cleaned.

I. **DO** eat carefully so as to avoid spills and stains on the uniform.

J. **DO** avoid unpaved/dusty/muddy areas to and from school and on campus to keep shoes looking great.

1. 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 normal wear and tear and proper use, the items will be replaced at no cost. **Items of clothing that do not fit properly should also be exchanged, but returned professionally cleaned with the tag attached.**
2. When turning in or exchanging uniform items or equipment, only deal with the ASI. Make sure your clothing issue form is updated!
3. **Cadets must have their uniforms dry-cleaned throughout the year. We have a contract with local cleaners to obtain a low cost source for your dry-cleaning. When school starts we will hand out information on the location of these cleaners or you may use the cleaners of your choice.**
4. **All uniform items with the exception of the shirt, must be professionally**

**dry-cleaned (home dry cleaning products will cause discoloration)**.

1. **Shirts may be laundered/pressed with light or no starch.**
2. **Each year someone tries to wash uniform pants. This will ruin them (we can tell) and the cadet must purchase new pants! DO NOT WASH UNIFORMS!!!**
3. **UNIFORM TURN-IN: All uniform items (including flight cap, tie, tab, coat, jacket, shirts, pants, skirt etc.) must be returned or paid for. All items must be professionally cleaned with the cleaning tags still attached--otherwise the cadet must pay $25.00 upon turn-in for cleaning.**

1. IF THERE ARE DISCREPANCIES IN THE CADET’S CLOTHING OR EQUIPMENT ACCOUNT, STUDENTS WILL BE PLACED ON THE SCHOOL DELINQUENT ACCOUNT LIST. CLASS CREDIT WILL NOT BE AWARDED, TRANSCRIPTS WILL NOT BE ISSUED AND AFJROTC CERTIFICATES WILL NOT BE ISSUED UNTIL THIS IS CLEARED.

**CHAPTER 7**

# SALUTING/PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM RULES

1. The salute is a courteous exchange of military greeting the world over. Military personnel consider the salute a courteous and respectful greeting between members and it is one of the oldest traditions binding military professionals together.
2. You will be taught the proper manner of saluting and the rules, which govern its use among the military services. Normally, only commissioned officers are saluted by those of lesser rank, however, in order to give you the opportunity to learn and practice saluting, there are special rules at Casa Roble High School governing the salute and saluting areas, which you must know and follow.
3. **When outdoors and in uniform saluting is always appropriate when standing or walking**. **The salute can only be given or returned from the position of attention or while walking. Remember, if you are walking and initiating the salute, give it a few paces away and hold it until the person is saluted returns it!**

The salute is initiated by enlisted cadets when:

1. greeting cadet officers,
2. any commissioned officer of the Armed Services,
3. the SASI or ASI.

The salute is initiated by cadet officers, when greeting any:

1. commissioned officer of the Armed Services,
2. cadet officers senior in rank, and
3. the SASI or ASI.

Saluting at Casa Roble High School is always required when outdoors and in uniform, except when the flight cap/beret is not worn (see chp 5 para 2a). Saluting on military installations during field trips **is always required** while outdoors and in uniform.

1. **The salute is rendered in-doors only when cadets are reporting to cadet officers/NCOs or the SASI/ASI or at special ceremonies like Awards Night or on honor guard/flag detail.**  The proper sequence of reporting includes coming to the position of attention, rendering the salute, and making statements such as “Sir, Cadet Smith reports as ordered”, or “Ma’am, Cadet Smith requests a conference”, or reporting attendance, etc. The cadet holds the salute until it is returned or otherwise acknowledged. After the subject of the reporting is complete, the cadet comes to attention and salutes and leaves. The person being reported to may be sitting down (as in a promotion board) and may return the salute while seated.
2. **A salute is never given or returned while running**. The cadet will come to a quick time (to a walk) and render the salute when approximately five paces from the officer. **The cadet should render the salute in time for the senior member to return it.** If carrying articles in both hands, verbal greetings should be exchanged.
3. Cadets not in uniform **MAY** salute as if they were in uniform.
4. Cadet Officers and Noncommissioned Officers must correct saluting errors in a courteous and helpful manner. All cadets are expected to accept such corrections graciously.

8. **THE UNITED STATES FLAG:** If a cadet **in uniform** observes the American Flag being raised or lowered from any flagstaff, he or she will assume the position of attention, render the salute and hold it until the flag has reached the summit or base of the flagstaff. If the cadet is **in civilian** **clothes**, he or she will assume the position of attention and place the right hand over the heart. If a cadet is in civilian attire and is wearing headgear, he or she will remove and hold the headgear to his or her left shoulder, so the right hand is over the heart.

9. **PLEDGE OF ALLEGIANCE TO THE FLAG:**

1. If the Pledge of Allegiance is recited **INDOORS** and a cadet is **in uniform**, the cadet should stand at attention, remain silent, and face the flag. If most of those present are in civilian attire, as in a school classroom, the cadet may exercise the option of joining with others in reciting the pledge.
2. If the Pledge of Allegiance is recited **OUTDOORS** and a cadet is **in uniform,** the cadet should stand at attention, remain silent, face the flag, and render a salute until the pledge is over.
3. If the Pledge of Allegiance is recited **EITHER** indoors or outdoors and a cadet is **NOT in uniform**, the cadet should stand at attention, face the flag, and recite the pledge. The right hand is over the heart during recitation, and males will hold hats, if worn, as prescribed in paragraph 7.

10. **NATIONAL ANTHEM:**

1. If the National Anthem is being played, and a cadet is **in uniform** and is **INDOORS,** the cadet should **face the flag, stand at attention, and not salute**. If the flag is not present, face the music, and do not salute.
2. If the National Anthem is being played, and a cadet is **in uniform** and is **OUTDOORS,** the cadet should **stand at attention, face the flag, if visible, or face the sound of the music if it is not visible, and salute.** If no flag is visible and the music is recorded and coming from speakers, the cadet should simply face straight ahead and salute.
3. If the National Anthem is being played, and a cadet is **not in uniform**, and the cadet is **EITHER** in or outdoors, the cadet should stand at attention, face the flag, and place the right hand over the heart (men will also hold the hat in the right hand as prescribed in paragraph 9.

# CHAPTER 8

# HOMEWORK/MAKE-UP WORK FOR ABSENCE/GRADING POLICY

1. **HOMEWORK:**

A. **AFJROTC classes are no different than other high school classes when it comes to assignments; you are expected to complete the assignments and turn them in on time.** Normally, you will be given plenty of time in class to finish assignments and they will usually not be taken up for at least two days, allowing you plenty of time to finish. The majority of the work will be short reading assignments, and filling in workbook questions as you read. It is your responsibility to turn in your assignments when they are due. Assignments not turned in on time are given a grade of zero unless there are extenuating circumstances approved by the instructor.

2) **Your homework also includes getting ready for your AFJROTC class each day.**

3) **Always bring the appropriate book/workbook and pencils/paper to class with you**. If you do not come prepared for class, you will not be able to do the assignments and your grade for the assignment will be reduced by at least 50 points.

4) **Always wear shoes appropriate for marching** as you will most likely march the days that sergeant teaches. Proper shoes are those with full coverage of the heel and toes, with normal soles. Most tennis/athletic shoes or leather shoes are appropriate. Sandals, flip-flops, high heeled shoes, and shoes with stacked soles or other fad styles are not, as injuries are likely to occur when pivoting and turning.

5) **Assemble your required uniform or pack your PT clothes the night before**, so you don’t forget anything the next morning.

1. **HOMEWORK MAKE-UP FOR ABSENCE:**

A. **Homework make-up is the sole responsibility of each student, not the instructor. This is school policy.** If you have been absent, you are expected to ask EACH instructor what you missed and the assignment, the day you return at the beginning of class. If you do not ask, and a quiz, test, homework, video notes, etc., were given on the day(s) you were absent, expect a zero for those grades. You will normally make up the work (for a single absence) within two days of the absence. See the Student Handbook for details on make-up work for multiple absences or truancy. If you are not sure whether something was missed, **ASK**!

B.

1. **IF YOU ARE ABSENT ON A DAY ON WHICH UNIFORMS ARE TO BE** **WORN, YOU MUST MAKE IT UP (WEAR YOUR UNIFORM AND ASK TO BE INSPECTED) ON THE FIRST DAY YOU RETURN TO SCHOOL.** You are already aware of this assignment--it happens each week. See your flight commander or flight sergeant and request an inspection. Prolonged absences will be dealt with on a case-by-case basis--talk to the ASI/SASI.

C. GRADES FOR ALL MISSED WORK ARE ENTERED AS ZEROS UNTIL YOU COMPLETE THE WORK. IF YOU FAIL TO MEET THE DEADLINE FOR THE MAKE-UP WORK OR UNIFORM MAKE UP, THE GRADE WILL REMAIN A ZERO.

D. The Uniform of the Day for inspection each week is located under the Color Guard Board, it will be posted by Friday before the following week’s inspection day. You can also call someone and ask if you have forgotten!

3. **ACADEMIC POLICY:**

A. AFJROTC is an elective at Casa Roble and follows the grading policy in the Student Handbook. In both Aerospace and Leadership cadets have reading assignments, in-class discussions, project assignments, workbook questions, quizzes and tests on both formal academics and cadet knowledge relating to what they should know at their grade level in AFJROTC. This is the academic portion of the program.

B. The Aerospace Education Academic Curriculum includes learning about aviation history, space exploration, science of flight, and the policy and organization of the U.S. Military and other short subjects. The subjects taught vary by academic year. The Mission of AFJROTC is to build better citizens for America, so there is also emphasis each year on keeping up with current events and how they affect our national policy. The Leadership Education Academic Curriculum includes learning AFJROTC fundamentals, health awareness, communication skills, principles of management, and life skills such as basic survival, resume writing, and job interviews. Again these vary by academic year.

C. In the performance (Leadership) part of the program, cadets are also evaluated on how well they actually perform at their grade level in AFJROTC. Evaluation areas include knowledge and proper demonstration of: military customs and courtesies, drill and ceremonies, uniform wear/grooming, physical training participation/uniform, and the level of participation in duties assigned. Cadets who hold key Corps Leadership Positions, as shown on the organization chart, are also evaluated on their job

performance. Key in the performance area is attitude--is the cadet striving to learn and improve or are they being non-cooperative and/or not attempting to be a productive member of the AFJROTC program? Remember, this is an elective!

1. **CITIZENSHIP GRADING POLICY:**

A. AFJROTC is a primarily a citizenship program so obviously it is extremely important that cadets set the proper example of good citizenship at all times. Their citizenship grade will be lowered appropriately for poor behavior or a poor attitude for each occasion when they display this behavior or attitude during the JROTC class, in or around the JROTC room or at JROTC controlled functions.

B. Being tardy to class will also lower the citizenship grade by one letter grade for every three tardies in a grading period. This also affects promotion within JROTC.

### CHAPTER 9

# CO-CURRICULAR and OTHER AFJROTC ACTIVITIES

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1. **CO-CURRICULAR ACTIVITIES,** are sponsored by our AFJROTC unit and others in the Northern California (NORCAL) area. These activities serve to augment the Aerospace and Leadership Education learned in the classroom. Cadets are involved in planning and implementing many of these activities and therefore learn by doing. Cadets are strongly encouraged to participate in at least a few of these activities as they add both interest and prestige to the Cadet Corps. Participation in these activities is contingent on performance in AFJROTC and overall academic eligibility. Selected activities will require standard school permission slips and/or release by a cadet’s teachers. Some of these activities may not be offered from year to year based on cadet interest, funding and other factors.

2. **HONOR GUARD:** This consists of two elite units, which practice regularly. Members will have to pay for certain special competition items (see Drill Teams below for examples).

3. **COLOR GUARD:** This elite group has the honor of presenting and posting the national, state and if available, the Air Force Flag and school colors at important school and community activities. Distinctive uniform items are worn. However, considerable effort is required to become a member of this elite group. The honor, however, more than compensates for the effort required. They may also compete against other teams at certain events. Potential members are selected by the SASI/ASI.

4. **SABER GUARD:** This elite group has the honor of performing at special events such as Homecoming, Awards Night, the Military Ball and other special occasions by learning how to perform a “saber arch” in front of large audiences. They may also compete against other teams at certain events. Distinctive uniform elements are worn. Potential members are selected by the SASI/ASI.

5. **DRILL TEAMS:** Much effort is required in this activity. Here you will take the skills you have learned in normal classroom drill and ceremonies to a new level of expertise and precision. Drill teams compete against other drill teams, so this will involve travel some locations. To be a drill team member requires before (and some after school) practice, learning the manual of arms, extreme concentration, complete compliance with the drill team commander’s commands, extra care of the uniform and the desire for public competition.

NOTE 1: Drill team and Honor Guard members may need to pay for certain special competition items upon joining the team, i.e. double knit pants, corafram (patent leather) shoes, taps for the shoes, special caps etc. This is done through fundraising.

**NOTE 2:** **It is not enough to want to be on the Honor Guard or Drill Team--cadets must earn this honor through demonstrated expertise, grades, and attitude in all school classes--especially AFJROTC. Cadets must perform all assigned AFJROTC duties exceptionally well to be selected and to remain on the drill team. With the exception of the Commander and NCIOIC, being on these units does not count as a corps job for AS-IIs and above.**

1. **A.** **MODEL ROCKETRY:** Participants in this activity will learn to build and

launch rockets. They will give public performances at community and school activities and may participate in competitions. Cadets who meet the qualifications established by the AFJROTC Program may also be awarded a model rocketry badge to be worn on the uniform. (Cadet interest, including cost, will determine the extent of this activity)

**B. MODEL AIRCRAFT:** Participants build non-flying models from scratch or fromcommercial kits which are put on display at the unit (again based on cost/interest).

**C. SUMMER LEADERSHIP SCHOOL (SLS):** For six to seven days in August, our unit hosts a SLS. New Cadets are invited to attend so that they may learn about the cadet corps, be introduced to drill and ceremonies, customs and courtesies, athletics and start the process of team building and camaraderie. Upper class cadets receive hands on practice in leadership and problem solving. Activities are cadet centered and designed to build teamwork and camaraderie. Usually a field trip and day camping trip are included.

**D**. **FORMAL SOCIAL ACTIVITIES:** The cadet corps conducts a major social event in the evening, the Military Ball, where military protocols and customs/courtesies, learned in class, are observed. These events are a lot of fun and are really enjoyed by the cadets.  **Participation is expected unless parents/guardians object.**

**E**. **LOCAL FIELD TRIPS:** These trips are considered an important part of the Aerospace Science Course and give the cadets a “hands on” look at subjects we are studying. These trips are usually done during the school day and must have the approval of the other teachers if class time outside of the AFJROTC class will be missed. These may include trips to local military bases, local colleges and the airport as examples.

**F**. **MANDATORY EVENTS: There are certain events the entire cadet corps is expected to support unless excused by the SASI for extraordinary circumstances, well in advance. These are the Homecoming Parade, Veterans Day Ceremonies and Parade, Fun Olympics, Awards Night, the POW-WOW days Parade, and the practices associated with these events. Attendance is taken and unexcused absences will result in lower grades**

6. **ATHLETICS:**

A. In addition to our own physical training program each week, cadets are also given the opportunity to earn a physical fitness ribbon by passing a test consisting of various exercises and running. This test will be given periodically during the school year.

B. NORCAL AFJROTC units sponsor many fun competitions to promote physical fitness which we participate in or sponsor, such as tournaments in softball, basketball, volleyball, chess, bowling and Fun Olympics.

C. Time and interest permitting, the cadet corps will have an intramural sports program which also supports our physical fitness program. Flights will compete against each other in various sports. These competitions will usually be conducted each week during flight.

7.  **COMMUNITY SERVICE/CHARITIES: “**Service BeforeSelf “ is one of the core values weteach and encourage to build better citizens. For community service, cadets do river cleanups and collect funds/food/clothing each year to give to worthwhile charities or needy families in our community. Cadets may also visit our elderly and veteran’s homes. The greater the number of cadets who support these activities, the greater the likelihood of their success. These activities make the idea of “giving back” very real.

8. **AWARENESS PRESENTATION TEAM (APT):** Members of this team

participate in school and community anti-drug awareness programs as well as community outreach efforts. Members give drug/alcohol awareness presentations to grade school students. Cadets who meet qualifications established by AFJROTC are eligible to wear the APT badge. These presentations are usually done during school hours. A few projects may be done after school or on weekends such as Special Olympics, etc.

9. **KITTY HAWK AIR SOCIETY:** These elite cadets are selected by the SASI based on high academic performance at the end of each academic year. This is the honor society of AFJROTC . A 3.0 Grade Point Average is required for selection and to remain in the Society. The cadet must be at least an AS-II. Once selected cadets are expected to perform projects to work on individually or as a group to improve the AFJROTC program.

10. **OTHER CO-CURRICULAR ACTIVITIES** may be established based on the size of the cadet corps, level of interest expressed, cost of the activity, facility availability and expertise of the instructors to support the activity.

11. **OTHER AFJROTC ACTIVITIES:** These activities support AFJROTC projects, esprit-de-corps, and camaraderie and/or allow the cadet corps to function as a cadet run organization. Cadets plan, organize, and conduct many of these activities. They are voluntary, but are vital to having a fun and interesting program. We ask that cadets and their parents/guardians support these activities as much as possible.

A**. FUNDRAISING:** Various fund raising activities are conducted to support

curricular, co-curricular and many other cadet functions and projects. We follow all guidelines of the school district and try to only do two to three fund-raisers per year. These are completely voluntary and have no impact on a cadet’s grade. We only ask for the best efforts of all our cadets to help us keep a dynamic and fun program. Parents can also volunteer to work at a local Bingo game (worked by CASA parent groups) to earn money for AFJROTC. Details will be provided at the beginning of each year.

B. **OUT-OF-TOWN FIELD TRIPS:** Each year we conduct one or two field trips to locations outside the local area. These trips are voluntary and must be paid for by the cadets. Parent/guardian supervision is usually needed on a ratio of about one chaperone to ten cadets. The SASI will choose cadets to go on these trips according to their year in the program and based on the cadet’s performance and attitude in AFJROTC. All teachers must approve the cadet going, if school will be missed. Costs, schedules, and parent permission slips will be used for each trip and published in advance. **Money collected for tickets, bus fare, etc. will not be refunded if the student drops out once the funds have been obligated.**

C. **Esprit de Corps.** These are activities to increase the morale and social interaction among thecadets--learning to interact in a relaxed atmosphere. Cadets plan and organize these as well. Picnics, field days, and other fun events are scheduled each year.

D. **SCHOOL/SCHOOL DISTRICT OR COMMUNITY ACTIVITIES SUPPORTED BUT NOT SPONSORED BY AFJROTC**. AFJROTC supports many of these events each year based on cadet availability. Color guards and saber guards perform at many school functions and also at feeder junior high schools in the District. Cadets assist with a variety of school activities such as Open House, College Night, and Homecoming. Cadets also march in local parades. Each year we have multiple community service requests from the local area, this shows what a vital part AFJROTC plays in our community.

**NOTE: As a cadet if you volunteer for one of these organizations or activities in this chapter, you are obligated to participate and show up on time and in the required uniform.** Other cadets and the unit are now counting on you and the opportunity may have denied to others. Unexcused failures to do so will be considered a display of poor attitude and may be cause for dismissal.

**NOTE: AFTER ACTION REPORTS (AAR):** Many of the above projects and activities will be led by a cadet charged with the responsibility of planning and conducting the event as part of our leadership training. Once appointed, the cadet must turn in a post-action report within five school days of the end of the event. Blank copies of these reports are in the after action reports binder and require a minimum of:

1. A list of problems/solutions that were experienced while planning, coordinating and carrying out the activity. A list of participants along with community service hours completed.
2. Recommendations for next year.

### CHAPTER 10

### PROMOTION AND DEMOTION OF CADETS

1. Promotions provide constant challenge and motivation to all members of organization, whether military or civilian. All members should be striving to enthusiastically improve themselves and to be able to have the opportunity to reap the rewards of their hard work, motivation, and dedication to the organization and willingness to assume additional responsibility. Any promotion should be based on demonstrated leadership abilities and potential. Above all else, promotions mean that as a cadet, you must constantly be demonstrating **LEADERSHIP!** An organization or unit is usually as spirited and successful as its leaders and managers.

2. Promotions in the CA‑901st will be based on academic and leadership grades, demonstrated leadership qualities, and certain other factors explained later. We are looking for quality cadets for promotions to the NCO and Officer ranks, as they are the leaders of this organization.

3. The promotion system is patterned both after the active duty Air Force and guidance provided by Headquarters, AFRJOTC.

A. Permanent **Rank:** This rank is awarded based on years of satisfactory service in AFJROTC (AS-I Cadet Airman, AS-II Cadet Airman First Class, AS-III Cadet Senior Airman, AS-IV Cadet Staff Sergeant). These ranks will be assigned at the beginning of the second semester of each year, and if a higher temporary rank has not been assigned, the insignia of the permanent rank will be worn. For example, all AS I cadets who successfully complete the first semester will be awarded the rank of Cadet Airman unless a higher temporary rank has been awarded. Retention of permanent rank is contingent upon satisfactory performance and behavior as determined by the SASI/ASI. Permanent officer status will be awarded to cadets holding officer positions for more than two grading periods. Exceptions are authorized at the discretion of the SASI.

B. Temporary **Rank:** Junior JROTC units are also authorized to issue temporary rank to deserving cadets. At Casa Roble, our promotion system is based upon: being recommended by your Flight Commander and immediate supervisor and by completing all required items for that rank as stated in the Promotion Matrix (See attachment). The SASI may also spot promote deserving cadets to fill specific positions, but they must continue to get promoted via the matrix or they will revert to their previously earned rank.

**NOTE:** Whenever possible, AS IV cadets will fill all officer positions. AS III cadets may hold officer positions if there are not enough qualified AS IV cadets. AS III cadets will fill all senior NCO positions. AS II cadets may hold senior NCO positions if there are not enough qualified AS III cadets. Exceptions may be made at the discretion of the SASI.

4. **Demotion and Reduction in Rank:**

A. **Demotion:** Demotion is intended to correct a serious deficiency. Demotion occurs when a cadet’s rank is lowered because of not meeting AFJROTC standards such as failing a class, disciplinary problems, failure to respond to corrective counseling, or serious deficiencies in the cadet’s job performance or attitude. If a C/1Lt receives a grade of "F" in their math class, that cadet can no longer be an officer. They will be demoted to the rank of C/SMSgt. This is called a demotion and is considered 'prejudicial' when it comes time for assigning staff positions. Other examples:

A cadet officer or NCO displays a poor attitude and fails to lead by example.

A cadet officer or NCO fails to wear the proper uniform or PT uniform.

A cadet officer or NCO fails a class or is a disciplinary problem at school.

A cadet officer or NCO fails to do their assigned corps job or does it very poorly.

The nature of the infraction and number of incidents (for example uniform) will be considered in the extent of the demotion. NOTE: Demotion is a learning tool and should be considered as constructive feedback. Regaining rank will depend on the correction of the deficiency and rest heavily upon the attitude and performance of the cadet demoted. The SASI will determine if consideration for accelerated promotion will be given and how it will be administered.

B. **Reduction in Rank**: If a cadet in the rank of Master Sergeant or above is no longer holding the UMD position for that rank, that cadet will be reduced to a rank equal to their current earned rank status.

6. **Spot Promotions:** Spot promotions may be made at any time by the SASI based on the following criteria:

A. Demonstrates superior ability for increased responsibility/workload.

B. Consistently does outstanding work for the good of the corps.

C. Recommended by the Cadet Commander.

1. **Promotion Cycle:** There are three promotion cycles. Promotions made at the end of the school year will be effective on the first day of school the following school year. All promotions will be accomplished using the Promotion Matrix Chart (See Attachment). All cadets, whether eligible for promotion or not, will take the promotion test. The test will be used as a leadership grade as well as a promotion test. ALL CADETS WILL TAKE A PROMOTION TEST WHEN REQUIRED.
2. If required, cadets will meet a Promotion Board in the uniform specified, and must be prepared to answer questions posed by the Board members. Cadets will be evaluated on uniform wear, ability to answer questions, military bearing, and potential based on the “whole person” concept and PFE scores as explained above. All cadets going for SMSgt and above will meet a promotion board.
3. Note: It is the cadet’s responsibility to check the bulletin boards to see the time and date of their board. Make up boards will only be scheduled for those with valid excuses--not for failure to show.

8. **Promotion Recommendations:**

 Another factor in the promotion process are the recommendations of the immediate supervisors. In the case of most cadets, these recommendations will come from their flight commander and the supervisor of their cadet job. You must be recommended for promotion by your cadet supervisors in order to be eligible for promotion in that cycle. **If your supervisor is not recommending you for promotion, they will use the counseling form (see Attachments), and explain why (no is form required if you are recommended for promotion). The form must be given to the SEA or Vice Commander as appropriate before the promotion test is given. If you are not recommended for promotion by a supervisor, a Cadet Personnel Board may be convened to review the recommendations. You will be allowed to submit a written statement on why you feel you should be promoted. The SASI will make the final determination. If you do your cadet job well, have a positive attitude and display the traits pointed out in this Guide, you will get positive recommendations.**

9. **Normal Cadet Promotion Sequence**: This example follows a cadet who continuously strives to improve and successfully completes all promotion matrix requirements prior to the end of each promotion cycle (9 week grading period).

C/AB to C/SrA Freshman Year

C/SSgt to C/MSgt Sophomore Year

C/SMSgt to C/2Lt Junior Year

C/1Lt to C/Major Senior Year

C/Lt Col and C/Col are only obtainable by the Vice and Corps Commanders.

Step Promotions are allotted to any cadet at any time while in JROTC.

10. **Flag Details:**

In order to remain accountable as an active member of the unit, all cadets are required to perform a minimum of **3** Flag details per promotion cycle in order to be eligible for promotion.

Cadets who pass promotion tests and complete boards will NOT be eligible for promotion if 3 details are not completed before the day of the promotion testing.

Special exceptions are made for cadets participating in the reserve program (Echo Flight)

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Flight** \_\_\_\_\_\_\_\_\_\_\_\_ **Score** \_\_\_\_\_\_\_\_\_\_\_\_

#### 25 Movements

Listed below are the commands that you will be required to give during your flight drill evaluation. Each command has been assigned a point value. When properly given, you will receive the assigned points. All commands must be given on the proper foot in order to receive the most points. Please note that voice, military bearing, and flight control account for forty (40) points.

1. Present Arms 0 1 2 14. To The Rear March 0 1 2

2. Report In 0 1 2 15. To The Rear March 0 1 2

3. Order Arms 0 1 2 16. Column Right March0 1 2

4. Open Ranks March 0 1 2 17. Forward March 0 1 2

5. Ready Front 0 1 2 18. Column Right March0 1 2

6. Close Ranks March 0 1 2 19. Forward March 0 1 2

7. Left Face 0 1 2 20. Change Step March 0 1 2

8. About Face 0 1 2 21. Column Right March0 1 2

9. Forward March 0 1 2 22. Forward March 0 1 2

10. Right Flank March 0 1 2 23. Flight Halt 0 1 2

11. Left Flank March 0 1 2 24. Left Face 0 1 2

12. Column Right March 0 1 2 25. Right Step March 0 1 2

13. Forward March 0 1 2 26. Fight Halt 0 1 2

 “**A” Total** \_\_\_\_\_\_\_\_\_\_

 **MAX**

Distinctness 2 \_\_\_\_\_\_\_\_

Loudness 5 \_\_\_\_\_\_\_\_

Projection 5 \_\_\_\_\_\_\_\_

Snap 5 \_\_\_\_\_\_\_\_

Control of Flight 10 \_\_\_\_\_\_\_\_

Military Bearing 15 \_\_\_\_\_\_\_\_

Out of Boundaries (-10 each occurrence) -10 \_\_\_\_\_\_\_\_

 “**B” Total:** \_\_\_\_\_\_\_\_\_\_

  **TOTAL A &B:** \_\_\_\_\_\_\_\_

**Passing Score (60)**

Judge's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Flight** \_\_\_\_\_\_\_\_\_\_\_\_ **Score** \_\_\_\_\_\_\_\_\_\_\_\_

**30 Movements**

Listed below are the commands that you will be required to give during your flight drill evaluation. Each command has been assigned a point value. When properly given you will receive the assigned points. All commands must be given on the proper foot in order to receive the most points. Please note that voice, military bearing, and flight control account for forty (40) points.

1. March onto the Pad 0 1 2 16. Column Right March 0 1 2

2. Present arms. 0 1 2 17. Forward March 0 1 2

3. Order arms 0 1 2 18. Eyes Right 0 1 2

4. Open Ranks March 0 1 2 19. Ready Front 0 1 2

5. Close Ranks March 0 1 2 20. Column Left March 0 1 2

6. Parade Rest 0 1 2 21. Forward March 0 1 2

7. Attention 0 1 2 22. Column Left March 0 1 2

8. Left Face 0 1 2 23. Forward March 0 1 2

9. About Face 0 1 2 24. Change Step March 0 1 2

10. Forward March 0 1 2 25. Left Flank March 0 1 2

11. Column Right March 0 1 2 26. Mark Time March 0 1 2

12. Forward March 0 1 2 27. Flight Halt 0 1 2

13. To the Rear March 0 1 2 28. L/R Step March 0 1 2

14. Count Cadence Count 0 1 2 29. Flight Halt 0 1 2

15. To the Rear March 0 1 2 30. Report Out 0 1 2

 “**A” Total** \_\_\_\_\_\_\_\_\_\_

 **MAX**

Distinctness 2 \_\_\_\_\_\_\_\_

Loudness 5 \_\_\_\_\_\_\_\_

Projection 5 \_\_\_\_\_\_\_\_

Snap 5 \_\_\_\_\_\_\_\_

Control of Flight 10 \_\_\_\_\_\_\_\_

Military Bearing 15 \_\_\_\_\_\_\_\_

Out of Boundaries (-10 each occurrence) -10 \_\_\_\_\_\_\_\_

 “**B” Total:** \_\_\_\_\_\_\_\_\_\_

  **TOTAL A &B:** \_\_\_\_\_\_\_\_

**Passing Score (60)**

Judge's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Flight** \_\_\_\_\_\_\_\_\_\_\_**Score**\_\_\_\_\_\_\_\_\_\_\_\_

#### 50 Movements

Listed below are the commands that you will be required to give during your flight drill evaluation. Each command has been assigned a point value. When properly given you will receive the assigned points. All commands must be given on the proper foot in order to receive the most points. Please note that voice, military bearing, and flight control account for forty (40) points.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | Present Arms | 0 1 2 |  | **26** | Forward March | 0 1 2 |
| **2** | Report In | 0 1 2 |  | **27** | Close March | 0 1 2 |
| **3** | Order Arms | 0 1 2 |  | **28** | Forward March | 0 1 2 |
| **4** | Open Ranks March | 0 1 2 |  | **29** | To the Rear March | 0 1 2 |
| **5** | Ready Front | 0 1 2 |  | **30** | To the Rear March | 0 1 2 |
| **6** | Close Ranks March | 0 1 2 |  | **31** | Extend March | 0 1 2 |
| **7** | Parade Rest | 0 1 2 |  | **32** | Forward March | 0 1 2 |
| **8** | Attention | 0 1 2 |  | **33** | Column Left March  | 0 1 2 |
| **9** | Left Face | 0 1 2 |  | **34** | Forward March | 0 1 2 |
| **10** | About Face | 0 1 2 |  | **35** | Change Step March | 0 1 2 |
| **11** | Forward March | 0 1 2 |  | **36** | Left Oblique March | 0 1 2 |
| **12** | Flight Halt | 0 1 2 |  | **37** | Forward March | 0 1 2 |
| **13** | Forward March | 0 1 2 |  | **38** | Right Oblique March | 0 1 2 |
| **14** | Column Right March | 0 1 2 |  | **39** | Forward March | 0 1 2 |
| **15** | Forward March | 0 1 2 |  | **40** | To the Rear March | 0 1 2 |
| **16** | To the Rear March | 0 1 2 |  | **41** | Right Flank March | 0 1 2 |
| **17** | Count Cadence Count | 0 1 2 |  | **42** | Mark Time March | 0 1 2 |
| **18** | To the Rear March | 0 1 2 |  | **43** | Flight Halt | 0 1 2 |
| **19** | Column Right March | 0 1 2 |  | **44** | L/R Steps March | 0 1 2 |
| **20** | Forward March  | 0 1 2 |  | **45** | Flight Halt | 0 1 2 |
| **21** | Eyes Right | 0 1 2 |  | **46** | Dress Right Dress | 0 1 2 |
| **22** | Ready Front | 0 1 2 |  | **47** | Ready Front | 0 1 2 |
| **23** | Right Flank March | 0 1 2 |  | **48** | Present Arms | 0 1 2 |
| **24** | Left Flank March | 0 1 2 |  | **49** | Report out | 0 1 2 |
| **25** | Column Left March | 0 1 2 |  | **50** | Order Arms | 0 1 2 |

 “**A” Total** \_\_\_\_\_\_\_\_\_\_

 **MAX**

Distinctness 2 \_\_\_\_\_\_\_\_

Loudness 5 \_\_\_\_\_\_\_\_

Projection 5 \_\_\_\_\_\_\_\_

Snap 5 \_\_\_\_\_\_\_\_

Control of Flight 10 \_\_\_\_\_\_\_\_

Military Bearing 15 \_\_\_\_\_\_\_\_

Out of Boundaries (-10 each occurrence) -10 \_\_\_\_\_\_\_\_

 “**B” Total:** \_\_\_\_\_\_\_\_\_\_

 **TOTAL A &B:** \_\_\_\_\_\_\_\_ **Passing Score (60)**

Judge's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# CHAPTER 11

#### *CADET DISCIPLINARY BOARD/CADET COUNSELING PROGRAM*

1. *The Cadet Disciplinary Board is responsible for making recommendations concerning cadet promotions, demotions, and other personnel actions, which affect the good order and morale of the corps. The Corps Commander shall decide when a board is needed and convene it.*
2. *The Cadet Disciplinary Board will be conducted by Senior Staff, the SASI, and the ASI.*
3. An agenda for the board should be created by the Vice Commander and approved by the Corps Commander before the board is convened. The Vice Commander will provide the Board any data needed on each cadet from the personnel records.
4. The board will be convened by the publication of a special order stating the date, time, and place the board will be held as well as the cadets responsible for meeting the board. A minimum of three days’ notice is required, prior to convening the board.
5. If any cadets are required to come before the board, they will report as specified to the president in a military manner, at the time and place announced in the special order. If uniforms are required, the order will state the uniform specified by the president.
6. The board president will inform the cadet of the reason for the board and allow the cadet to explain or submit information to assist the board in making its recommendation. **The board will not discuss the actions it will recommend with the cadet, but will inform the cadet to meet with the SASI for final resolution**.
7. The ASI may sit with the board and act as advisor on procedural matters. He normally will not enter into the deliberations.
8. Findings and recommendations of the board, after final approval by the SASI, will be published in a special order and become a part of the cadet personnel records.

**CADET COUNSELING**

1. In order to manage the cadet corps and to maintain good order, cadet supervisors need to monitor the performance of the cadets assigned to them and correct and motivate them as needed to be a productive member of the cadet corps.

1. If a subordinate cadet continues to not meet standards or job performance expectations, the cadet supervisor should counsel the cadet on the expectations they are not meeting and try to encourage them to improve their performance. This counseling should be documented on a cadet counseling form and kept by CV. CV will file all letters of counseling in a folder.

1. The first counseling is conducted by the supervisor and turned in to CV.
2. The second counseling of the same cadet in a semester must be reviewed by the squadron commander or the vice commander, depending on the position held. The cadet will meet with the appropriate supervisor in the chain of command and the counseling will be filed by CV.
3. The third written counseling in a semester must be reviewed by the Cadet Personnel Board, with a recommendation to the SASI for action. The cadet will meet the Board at a time and date specified. The Board will make a recommendation to the SASI for action.
4. **At any time during this process, if the cadet is non-cooperative or states that they do not intend to improve, the counselor should refer the matter to the ASI and, in turn, to the SASI.**

**NOTE: The concept of cadet counseling is intended to be productive and a life-skill learning experience for both counselor and counselee. This does not affect a cadet’s grade in the class. It gives the counselor the opportunity to discuss a situation with a subordinate and try to motivate them to do better, much like what happens in real life. It gives the subordinate a chance to explain their actions or to a superior, again similar to real life situation. We feel this is a much more productive approach than assigning demerits or some arbitrary punishment.**

**CHAPTER 12**

**ORGANIZATION OF THE CA-901st AFJROTC GROUP**

1. The following chart reflects the CA-901st Cadet Group Organization. Organizational charts break the functions of the organization down to specialized tasks. The responsibilities associated with each task are found in the corresponding job descriptions in another chapter of this guide. Each cadet should become familiar with all of the job descriptions, in order to gain a more complete understanding of those jobs as they relate to the total cadet group.
2. The organizational chart reflects a **CHAIN OF COMMAND** by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in the form of oral or written communications. Information and recommendations, which are used by cadet leaders in decision-making, flow up the chain of command. Information flow and coordination between lateral functions are also necessary for efficient staff planning and action. Unless there is a free communications flow throughout the organization, the group will quickly become ineffective. Our organizational chart follows this chapter.

**Note: cadets should raise any AFJROTC issues or concerns through the chain of command to let cadet supervisors have a chance to work the problem; however, all cadets may come to directly to the ASI or SASI with any concerns of an immediate or personal nature or those they don’t feel comfortable discussing with fellow cadets.**

1. Cadets must learn the duties and responsibilities of their assigned positions and should learn as much as they can about the other positions.

**SENIOR STAFF**. Senior Staff members must maintain a 3.0 GPA or higher. All officers in the unit must maintain a 2.5 or higher. At the 1st grading period, if one of the above cadets is below the minimum, he/she will be put on probation until the next grading period. Failure to maintain the required GPA will result in removing the cadet from the position and corresponding rank.

**CHAIN OF COMMAND**.The chain of command is the primary channel of communication throughout the Unit. The communication system must be a two-way channel with information flowing both down the chain of command and up the chain of command. Information flows from the ASI’s and Group Commander through the unit to the individual cadets and from the cadet up to the same system to the commander and ASI. The Chain of Command for AFJROTC cadet extends downward from the ASIs towards the individual cadet as follows:

A. Aerospace Science Instructor

B. Group Commander

C. Deputy Commander

D. Squadron Commanders

E. Flight Commander

F. Flight Sergeant

G. Element Leader

H. Individual Cadet

**ASSIGNED DUTIES AND RESPONSIBILITIES.** Basic duties and responsibilities for cadets are outlined below. These are not all inclusive, and each cadet is expected to seek out and do the necessary things which will make their particular job function smoothly. The primary leadership responsibility for each Cadet Officer, Cadet Senior NCO, and Cadet NCO, is to set the standards of performance in everything they do.

1. **Cadets.** Each cadet is responsible for conducting him or herself in a manner to reflect credit upon themselves, the AFJROTC Unit and our school. Since we wear our uniform once a week, our actions also reflect on the Air Force and our country. Whether in uniform or not, cadets are responsible for maintaining rules and regulations of the Unit and school, and for carrying out instructions and orders of their superiors to the best of their ability.
2. **Cadets, Officers, and Staff NCOs**: Cadets have been promoted and selected for unit assignments based upon demonstrated performance, active participation, a positive attitude, and continued enthusiasm. Leadership by example is required in order to advance or remain in unit leadership positions. Cadet Officers and Staff NCOs are expected to set the example for junior cadets in every aspect of the AFJROTC program. The responsibilities of leadership must be accepted before the privileges of rank can be enjoyed. Extra effort and time will be required, especially of cadet officers and staff NCOs. Those selected for advancement that do not wish to accept the related responsibilities and requirements must decline the promotion.

# CHAPTER 13

# POSITION DESCRIPTIONS

1. As with the active USAF, responsibilities and duties increase with grade and rank. Each cadet

is expected to prepare for assuming additional responsibility in order to assume the duties of higher positions. The following position descriptions outline the major duties of each leadership position on the Unit Detail Listing. ***However, it is impossible to list all the duties of each position that may be required to be successful. You must use your judgment to do what is needed to get the job done.***

2. Throughout your experience on the cadet staff, you will be looked upon to provide leadership training to others in the corps. In each of these positions you must learn to work together with your fellow staff members, to train and motivate your subordinates, and above all, to lead by example at all times.

3. Position descriptions are listed in the following paragraphs:

### Corps Commander (CC) is responsible for:

a) The appearance, discipline, efficiency, training, well-being, and conduct of the cadet group.

b) Ensuring that all members of the cadet group have the opportunity to develop leadership commensurate with their individual abilities

c) Administering cadet corps activities according to U.S. Air force principles and procedures.

d) Conducting a weekly cadet staff meeting and briefing the ASI/SASI on all group activity.

e) Providing recommendations for cadet evaluation, promotion, and assignments.

f) Being the chairman, president of all boards/committees, and having power to delegate chairmanship to juniors

g) Performing other duties the ASI/SASI may assign

h) Directing senior staff activities

i) Ensuring the schedule calendars are updated and followed

### Corps Vice Commander (CV) is responsible for:

a) Taking command of the group during the absence of the Group Commander

b) Controlling, supervising, and monitoring group staff activities

c) Ensuring proper administration of the Group staff

d) Presiding as senior member of the cadet evaluation boards when necessary

e) Assigning duties to subordinates and evaluating their work for compliance and quality. Evaluate and rate Senior Staff members on their performance. Inform the Group Commander of all activities and problem areas.

f) Performing other duties as assigned by the Commander

### Senior Enlisted Advisor (SEA) is responsible for:

1. Establishing and conducting training programs for NCO’s and airmen—work with the ASI to determine what these need to be.

2. Advising the commander on all matters that effect enlisted members of the unit.

3. Acting as the liaison between the cadet officers and the enlisted force (to surface concerns, issues, etc.)

5. NCO compliance with personal appearance, dress and conduct standards.

6. Monitoring the timely submissions of cadet job performance reports and explaining the purpose of these reports to all enlisted members.

7. Assuring enlisted job performance reports are filled out properly

8. Holding an introductory meeting with all NCOs each block to set expectations and to establish a schedule of NCO meetings to surface issues and conduct training.

9. Creating the enlisted promotion tests and tracking the enlisted promotion matrix accomplishments of all enlisted cadets.

10. Planning and administering the Cadet Plebe Program.

**Mission Support (MS) Commander is responsible for:**

a) Planning and organizing all mission support activities.

b) Planning and coordinating Information Management functions to ensure functions are being accomplished.

c) Planning and Coordinating personnel functions to include in/out processing of new cadets

d) Maintaining the AFJROTC Unit scrapbook and other files relevant to the Unit’s history, tradition, accomplishments and activities (fund raisers)

e) Submitting newsletters to SASI for approved prior to printing

f) Preparing newsletters for monthly production

g) Advertising events on information boards and at meetings

h) Training a staff of writers, reporters, and photographers.

i) Submitting to the Senior Staff supply request and maintains video cameras, etc.

j) Establishing a catalog of DVD’s of all events

k) Ensuring financial reports are given to the ASI/SASI every week

l) Conduct and manage evaluations on all subordinate jobs

m) Manage WINGS, and all info that is being put in or deleted from WINGS under ASI and SASI supervision

**Plans and Programs Commander is responsible for:**

a. Performing duties as assigned by ASI’s or Corps Commander.

b. All special projects created in the Corps.

c. Briefing the ASI’s and Commander weekly on the progress of the all special projects.

d. Establishing coordination of all programs.

e. Ensuring that all function area are meeting suspenses and goals.

f. Recommending personnel assignments to SASI.

g. Helping develop comprehensive programs to ensure that all paperwork, permission slips and class excusal slips are accomplished

h. Conducting periodic visits to functional areas to ensure compliance of all deadlines.

**Operations Commander is responsible for**

a)Establishing and conducting a training program for all flight commanders, flight sergeants and adjutants.

b) Assuring that the corps calendar, corps and school announcements are provided to the flight commanders each week and that these are discussed in each flight.

c) Collecting flag detail rosters from flight commanders each week and

providing these to Personnel to be credited for promotion.

d) Acting as the liaison to the instructor staff on matters pertaining to flights, such as obtaining permission slips for trips, setting up flight drill competitions, etc.

e) Assuring flight commanders are carrying out their assigned duties and

maintaining good order and discipline in accordance with the AFJROTC Training Guide.

### Teams Commander is responsible for:

a) Assuring the establishment and proper training of all cadet teams representing the CA-901st to outside agencies, schools and competitions.

b) Assures these teams are kept informed of all corps activities; plans and supervises those, which require team participation or demonstration.

c) Working closely with the SASI and ASI to schedule team events.

d) Acting as the overall supervisor for maintaining good order and discipline on drill team trips. Assuring that a comprehensive corps athletics program is implemented to improve the physical fitness of corps members.

e) Assuring that all flight commanders and flight sergeants are properly trained to carry out their duties as needed to support personnel, recognition

programs, and information flow within the corps

**Technology Officer/NCOIC is responsible for:**

a) Maintaining inventory of all electronic equipment and a list of their capabilities.

b) Conducting training classes on software usage, viruses, security, etc.

c) Compiling a list of needed hardware and submits list to Senior Staff for prioritizing and funding.

d) Maintaining the Unit website on a weekly basis.

**Physical Fitness Officer/NCOIC is responsible for:**

a) Establishing a comprehensive physical fitness program each year, which includes YPF competition, AFJROTC Director’s Challenge, and State of California annual test.

b) Coordinating with each Flight Sergeant on the dates and times of each event, and ensuring all paperwork is properly completed.

c) Advising the ASI on equipment needs and weak areas in physical training.

d) Submitting to personnel each cadet’s results for insertion into their personnel files.

e) Planning after school, or lunch time activities.

**Public Affairs Officer/NCOIC is responsible for:**

a) Establishing and maintains a file folder on all newsletters.

b) Contributing monthly to the school newspaper

c) Providing newsworthy items about cadets and group activities to school, city and other local newspapers

d) Maintaining the JJROTC Unit Scrapbook and other files relevant to the Unit's history, tradition, accomplishments and activities

e) Preparing newsletter for monthly production.

f) Submitting newsletter to SASI for approved prior to printing.

g) Advertising events on information boards and at meetings.

h) Training a staff of writers, reporters, photographers.

i) Submitting to the Senior Staff supply request and maintains video cameras, etc.

j) Establishing a catalog of VCR/DVD’s of all events.

**Newspaper Officer/NCO is responsible for:**

a) Creating and publishing a quarterly newspaper on corps events.

b) Obtaining local advertising from business owners to help fund the paper.

c) Training the newspaper staff in how to write a proper newspaper article, assigning reporters to cover corps activities, take pictures and write articles.

d) Holding weekly meetings of the newspaper staff to establish deadlines, cover status of articles, assign work, etc.

e) Proof-reading and correcting the newspaper before submitting it to the public affairs officer for review.

**Historian Officer/NCO is responsible for:**

a) Documenting the history of AFJROTC unit CA-901 in an annual scrapbook or video/CD record of AFJROTC events. The history must be recorded in pictures with captions and other materials (news articles, videos etc.) kept in a file with the appropriate school year annotated.

b) Working with the newspaper and publicity staff to assure all events are covered in the scrapbook/record.

c) Keeping the Cadet Corps Briefing updated and ready to be presented. The cadet corps commander/vice commander will review and update the briefing during each block.

d) Producing a video/CD which can be shown at events such as the Military Ball/Dining Out, set to music for the enjoyment of the participants. The SASI must approve prior to showing.

e) Coordinating with the school yearbook staff to include AFJROTC photos/articles in the yearbook.

f) Establishing and maintaining a cadet organization chart with current pictures and rank in the classroom.

g) Other tasks the public affairs officer may assign.

**Personnel Officer/NCOIC is responsible for:**

a) Organizing a team to establish a personnel folder (hard copy) on all cadets and ensures information is inputted to CIMS (Cadet Information Management System).

b) Preparing personnel printout (taken from CIMS) on all cadets meeting promotion boards.

c) Tracking all personnel awards, promotions prior to each uniform day, ensures that all necessary ribbons, medals, certificates, etc. are available for presentation by ASI’s.

d) Processing all cadet information on new and returning cadets of the start of each school year and whenever a new cadet joins the unit.

e) Ensuring that each cadet file has the following:

1) AFJROTC Information letter signed by parents.

2) Physical Training Activities letter signed by parents.

3) Updated information letter, with promotions, jobs, GPA’s, awards, etc.

**Finance Officer/NCOIC is responsible for:**

a) Assisting the ASI in maintaining cadet funds

b) Supervising, controlling, and coordinating the financial aspect of all unit money making activities (fund raisers)

c) Ensuring that proper citing system is provided for.

d) Coordinating with the school financial person on matters related to expenditures and receiving of unit funds

e) Attending unit staff meetings and assisting the cadet staff and the ASI’s in planning, organizing, coordinating and controlling unit money-making activities

 f) Recommending worthy cadets for the AFJROTC Service Ribbon for outstanding sales work or contribution in fund raising projects

**Fundraising Officer/NCO is responsible for:**

1. Coordinating multiple fundraising events
2. Assigning a POC for each fundraising event
3. Communicating with each cadet to ensure that all details are taken care of
4. Ensuring that all cadets participating in the events conduct themselves in a civil and orderly manner
5. Transferring all community service hours to the Community Service Officer

**Beautification Officer/NCO is responsible for:**

1. Coordinating multiple cadets to conduct weekly beautification activities
2. Communicating with the current vice principle to coordinate and assign beautification projects
3. Organize all community hours worked and submit them to the community service NCO
4. Keep the JJROTC corner clean and organized

 **Awards and Decorations Officer/NCO is responsible for:**

a) Insuring that all cadets receive the awards they have earned by conducting training sessions for all officers and NCOs on how to submit award recommendations

b) Insuring all awards and ribbon orders are written the week following the event.

c) Maintaining current files and records for all awards, including Block Letter points and posting these in the classroom weekly.

d) Preparing a list of award recipients and delivering them to IM for publication.

e) Planning, organizing, and coordinating the winter and spring Awards Nights.

f) Compiling academic data from the flight commanders for each grading period for the academic honor roles/academic ribbon—provide this data to personnel to cut the orders.

**Armorer Officer/NCOIC is responsible for:**

a) Appointing and training rifle/saber maintenance cadet(s) to clean, repair and issue these items by name to cadets who use them.

b) Assuring the proper storage and security of the rifles/sabers and conducting a monthly inventory with the ASI. Storage Cabinet must be checked and signed off daily on standard form 702.

d) Assure cleaning supplies and tool chest (tools) are sufficient for needs/notify ASI with list of needs the first of each month. Make sure these items are properly stored.

**Community Service Officer/NCO is responsible for:**

a) Researching and proposing potential community service projects for the cadet corps. These projects may only need some and not all cadets to participate (the project may be small). Present at least one potential project per month at the staff meeting.

b) Record and track all community service hours and keep a weekly updated list in the classroom.

c) Provide community service hours list to Awards and Decs each week and at the end of each nine weeks to the SEA and Vice Commander for promotion purposes.

### Outreach Officer/NCO is responsible for the following:

a)Planning, organizing, and conducting a recruiting program for qualified/motivated students at the high school and at feeder junior high schools.

b) Coordinating recruiting activities within the corps.

c) Being knowledgeable of the opportunities presented in the AFJROTC program (such as scholarships, higher pay grades after enlistment etc.)

d) Implementing procedures needed to earn a recruiting ribbon.

e) Maintaining a supply of all recruiting materials.

f) Establishing a briefing team for recruiting at school events and at the junior high schools; preparing recruiting displays for these events.

g Preparing and conducting surveys of cadets to find out why they joined AFJROTC.

h) Assisting in the mailing of recruiting letters to eighth grade students each year.

**Logistics/Special Programs Officer/NCOIC is responsible to the ASI for:**

a)Assisting in the issuing and turning-in of uniforms, inventory and other accountable property.

b) Providing guidance to the Cadet Corps on proper supply discipline and supervising the activities of the supply assistants

c) Originating the proper paperwork to properly affect the ordering, receipt, stocking, survey and disposal of military property as directed by the ASI.

d) Ensuring the cleanliness and organization of the supply room is maintained

e) Briefing the Commander weekly pertaining to assigned responsibilities and activities.

f) Updating (CIMS) Cadet Information System each week.

g) Performing other related duties assigned by the ASI’s or Commander.

**Public Relations Information Officer/NCOIC is responsible for:**

 a)Authenticating, publishing, distributing, and filing all administrative publications and special orders of the Group.

b) Maintaining and up-dating the Group required reports

c) Maintaining AFJROTC bulletin board.

d) Maintaining and controlling all forms used by the Group

e) Processing and controlling the dispatching and mailing of all written communications with in the Cadet Corp.

f) Coordinating all community service projects.

g) Assisting the Operations Officer

h) Coordinating activities with school and other outside organizations.

i) Coordinating and ensure JJROTC activities are appropriately entered on the Associated Student Body activities calendar

j) Ensuring all JJROTC equipment is handled in a safe manner.

k) Ensuring the security of JJROTC rooms, equipment and personnel.

l) Reporting all unsafe acts or conditions to Commander.

m) Assigning parking detail and ushers for school events.

**Honor Guard Commander/NCO is responsible for:**

a) Assuring the establishment and training of a color guard and saber guard to support corps, school and community events and compete in drill meets.

b)Assuring these teams practice regularly and are well informed of events which they will support.

c) Planning and coordinating each event the teams will perform in, establishing show times/locations, assuring all equipment is pre-positioned and has alternates on call.

d) Manning color guard/saber guard teams for all scheduled parades, graduations, school sports events and special events—consider height and experience levels of all members in assigning an event.

e) Attending all evening and weekend events to supervise the team’s

performance. Collecting and securing all equipment before and after the performance.

f) Establishing a corps-training program to ensure members are trained on Flag Ceremonies.

g) Training corps members on how to do a formal retreat and reveille

h)Recording and tracking performances of each honor guard member and reporting this to Awards and Decorations.

i) Recruiting new members to ensure a minimum number of cadets are available to fulfill scheduling needs.

### Drill Team Commanders are responsible for:

a) The grooming, appearance and conduct of their team.

b) Inspecting drill team members for personal grooming.

c) Formulating and documenting drill routines and ensuring the team is properly trained to perform them.

d) Identifying equipment/uniform needs of their team to the ASI.

e) Accounting for all drill team equipment and uniform items used by the team.

f) Supervision of the behavior of the team members **at all times**.

### Kitty Hawk Honor Society Officer/NCO is responsible for (this position may not be used depending on Corps size):

a) Establishing and maintaining criteria for membership.

 b) Developing programs/projects for members to accomplish which will benefit the academic excellence of the cadet corps.

c) Duties as assigned by the Vice Commander, ASI and SASI.

**Awareness Presentation Team (APT):**

a) Establishing an Awareness Presentation Team to include recruiting, organizing, motivating, training, and directing team activities.

b) Developing and scheduling APT presentations at elementary schools (and other APT projects) after approval by the SASI.

c) Safeguarding any APT equipment to assure it is maintained for future use.

d) Administering APT records of attendance, participation at events, etc. to certify member credit toward earning ribbons and the APT Badge.

**Maintenance Safety/Security Officer/NCOIC** **is responsible for:**

 a) Overseeing a staff of cadets to ensure that JJROTC is kept clean at all times.

b) Ensuring that all floors and desks are cleaned on a daily basis.

 c) Monitoring the storage and security of weapons and ensuring that all safety procedures are being followed.

**Flight Commander. The Flight Commander is responsible for:**

 a) The appearance, discipline, efficiency, training and conduct of the cadets who make up the flight.

 b) Ensuring that all cadet members of the flight have the opportunity to develop leadership skills commensurate with their individual abilities.

 c) Observing, evaluating and rating cadets who are members of the Flight.

 d) Training the Flight Sergeant in their duties and responsibilities.

 e) Attending all flight drill practices, group pass-in-reviews.

 f) Briefing the Corps Commander weekly on Flight activities and areas of concern.

 g) Maintaining their proficiency in military drill as set forth in the Air Force Drill and Ceremonies Manual, and other applicable instructions.

 h) Performing other duties as may be assigned by the Corps or Vice Commander.

 i) Ensuring the Flight Sergeant turns in the attendance report to attendance office 30 minutes after class starts.

 j) Ensuring each cadet is assigned a gym locker.

 k) Ensuring every member of the flight has the chain of command, and any material necessary for class.

**Flight Sergeant. The Flight Sergeant is responsible for:**

a) Leading the class in pledge of allegiance.

b) Daily attendance sheets.

 c) Turning in daily attendance sheets to the attendance office 30 minutes after class begins

 d) Drilling the flight.

 e) Discipline of the flight.

 f) Keeping cadets awake and quite during class.

 g) Ensuring cadets have PE shirts, gym lockers, up-dated chain of command list, cadet handbooks, and uniforms.

 h) Being in charge of the flight when the flight commander is not available.

**Element Leader.** **The Element Leaders are responsible for:**

 a) The appearance, discipline, efficiency, training and conduct of the cadets who make up the element.

 b) Ensuring that all cadet members of the element have the opportunity to develop leadership skills commensurate with their individual skills.

 c) Teaching, observing, and evaluating members of their element.

 d) Attending all element drill practices.

 e) Distributing and collecting necessary materials

 f) Monitoring elements academics/missed work.

 g) Monitoring missed test

 h) Monitoring cadets with GPA of less than 2.0

 i) Ensuring all cadets have a Cadet Handbook, the chain of command, gym locker, PE shirts, ribbons, rank, and recognition.

### Flight Guides (may be flight sergeant) are responsible for:

a) Accomplishing duties of Guidon bearer described in drill and ceremonies text.

b) Retrieving, posting, and retiring flight guide as directed in class and during formations.

c) Being completely knowledgeable of flight commander and flight sergeant duties and assisting these individuals as directed. Acting as the flight sergeant (if absent) or the flight commander (if both absent).

**Athletics Officer/NCO is responsible for:**

a) Establishing and conducting a comprehensive corps physical fitness program.

b) Establishing weekly workout routines and exercises intended to improve the physical fitness of cadets and assuring flight commanders carry these out.

c) Establishing weekly sports activities schedules to increase camaraderie and esprit de corps in each flight.

d) Establishing training for all flight representatives to understand exercise routines, sports rules, how to maintain all sports equipment, how to operate showers, and how to conduct physical fitness tests.

e) Establishing the criteria for earning the Physical Fitness Ribbon for males and females and setting up periodic testing schedules.

f) Assuring all sports equipment is serviceable, ready each week and notifying the ASI if any equipment is needed.

g) Establishing and conducting a Corps Intramural Sports Program to include schedules for games and awards and recognition.

h) Establishing practice sessions for NORCAL team tournaments.

### All NCOs are responsible for:

a) Morale, discipline, and training of assigned department.

b) Knowing all aspects of their job completely.

c) Setting the example at all times.

d) Training special assistants to perform assigned job duties.

e) Ensuring the timely accomplishment of all assigned duties and tasks.

f) Reporting directly to the officer/NCO in charge of the unit.

##### CHAPTER 14

## OFFICER AND NCO STANDARDS AND REQUIREMENTS

1. **OFFICERS:**

Cadet Officers run the Corps of Cadets. An old saying applies to those selected for these positions: **“*For those who are given much, much is expected*”**. Selection to fill an officer position is a privilege because it is a position of trust. The SASI, ASI, and the cadets are placing trust in your leadership to do your job to the best of your ability, and not to just “get by”. Cadet Officers normally have other cadets working for them in order to accomplish some corps function. The job of the cadet officer is to assure their cadets have a clear understanding of what needs to be done, and that the cadets are properly trained and motivated to do the work. The cadet officer must constantly “follow up” to assure the jobs are getting done, because the officer is ultimately held accountable for the outcome.

To become qualified to be a cadet officer you must have done extremely well in AFJROTC, not only on the promotion matrix, but also in job performance, attitude and above all leadership.

To remain a cadet officer you must lead by example in all things:

1. Proper wear of the uniform is critical. Lower ranking cadets follow your lead. If you do not wear your AFJROTC uniform or PT uniform (unexcused):

 1. First offense: Letter of Counseling

 2. Second offense: Loss of one rank (if a cadet 2lt, revert to cadet SMSgt)

 3. Third offense: Disciplinary Board

1. You must provide leadership and perform well in your job. Poor performance will result in removal and demotion.
2. You must be passing all of your classes. You are a role model as an officer, and you must be well rounded. Failure of any class (9 weeks or final grade) will result in removal from position and officer rank/return to SMSgt rank for the 9 weeks. You must be passing all classes to get your rank back and must then compete for any open positions. A consecutive failure will result in demotion to permanent rank and starting the promotion track over.
3. You must support and attend AFJROTC events—again you set the example: fund raisers, service projects, Military Ball, Awards Night, Parades etc. If you don’t have time to support the corps, you don’t have the desire to be or remain an officer.

 2. **Senior NCO’S (TSgt-CMSgt)**

A Senior NCO (TSgt-CMSgt) is an officer in training. To become an senior NCO, you must have also done extremely well in AFJROTC. However, the rank you have as senior NCO is a privilege, and you can be demoted. As a senior NCO, you are expected to:

1. Wear your uniform proudly and properly. If you do not wear your AFJROTC uniform or PT uniform (unexcused), you will lose one rank for each offense, and will eventually be asked to leave the corps.
2. Actively support and attend JROTC events.
3. Do your corps job extremely well and attend all required meetings.
4. Lead by example in all your school classes and activities. Failure of any class (9 week or final grade) will result in removal from position and reverting to SSgt for 9 weeks. You must pass all your classes to get your rank back. You will be given a job as a junior NCO.

**3. The Senior Staff:**

The Senior Staff (S.S.), consisting of CC, VC, SEA, OC, MS, PP, and TC, is the head of the 901st cadet staff.

The Senior Staff has the responsibility of overseeing all unit positions, ensuring mission success, and setting the standard of the unit. In being the head administration of the 901st unit, the Senior Staff, along with their individual responsivities, have certain duties/expectations to be carried out during the SY year:

1. Senior Staff is to set the highest standard in all aspects of the unit. SS members are to understand, in its entirety, the Cadet Handbook, uniform regulations, and drill knowledge.
2. Senior Staff, with CC as the head, is the top authority of the unit. All judgements rendered by the S.S., unless overruled by the SASI/ASI, are final.
3. Senior Staff is the center of support for all unit functions. Senior Staff will support the unit by: Organizing all unit activities; Appointing a cadet Point of Contact (POC) to lead events; Sending at least one delegate (Senior Staff attendee), every event to ensure its proper completion.
4. Any executive power(s), rules or regulations not previously delegated to the unit or its members though this Cadet Guide are reserved to the Senior Staff, respectively.

 **CHAPTER 15**

**AWARDS AND DECORATIONS**

1. A number of distinctive awards are authorized for AFJROTC cadets in order to recognize outstanding academic and leadership performance or for a specific display of valor. Medals, ribbons, and certificates are awarded in the following categories. The criteria for each of these awards is maintained by the Awards and Decorations Officer/NCO in a binder in the cadet office.

**2.2. Descriptions and Criteria.**

**2.2.1. Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Hq-OpsSupport will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation.

**2.2.2. Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-OpsSupport will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation.

**2.2.3. Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.

Forward recommendations for humanitarian awards to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ-OpsSupport distributes the citation and ribbon for presentation.

**\*2.2.4. Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.

Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a local vendor using MilPer funds.

**2.2.5. Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program).

* + - 1. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

·         Positive attitude (toward AFJROTC and school).

·         Outstanding personal appearance (uniform and grooming).

·         Display personal attributes such as initiative, judgment, and self-confidence.

Courteous demeanor (promptness, obedience, and respect for customs).

**2.2.6. Daedalian Award.** The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

2.2.6.1. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

·         Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.

·         Indicate the potential and desire to pursue a military career.

·         Rank in the top 10% of their AS class.

·         Rank in the top 20% of their school class.

 **2.2.6.2. The SASI** selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days’ notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award. See Attachment 11 for list of award points of contact.

**2.2.7. American Legion Scholastic Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll.

2.2.7.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s overall scholastic achievements. Each cadet must:

·         Rank in the top 10% of the high school class.

·         Rank in the top 25% of their AS class.

·         Demonstrate leadership qualities.

·         Actively participate in student activities

2.2.7.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 6-11 for list of award points of contact.

 **2.2.8. American Legion General Military Excellence Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch.

2.2.8.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s general military excellence. Each cadet must:

 ·         Rank in the top 25% of their AFJROTC class.

·         Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

2.2.8.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 6-11 for list of award points of contact.

 2.2.9. Daughters of the American Revolution (DAR) Award. This award consists of a bronze medal and ribbon.

2.2.9.1. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

·         Rank in the top 25% of their AS class.

·         Rank in the top 25% of their high school class.

·         Demonstrate qualities of dependability and good character.

·         Demonstrate adherence to military discipline.

·         Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

2.2.9.2. The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. See Attachment 6-11 for list of award points of contact.

**2.2.10. American Veterans (AMVETS) Award**. This award consists of a medal pendant and ribbon.

2.2.10.1. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

· A positive attitude toward AFJROTC programs and service in the Air Force.

· Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).

 · Personal attributes (initiative, dependability, judgment, and self-confidence).

· Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).

 · Obtained a grade of “A” (or the numerical equivalent) in their AS class.

· Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

2.2.10.2. The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative should make the presentation if a participating local post or department representative is available. See Attachment 6-11 for list of award points of contact.

**2.2.11. Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate.

2.2.11.1. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

·         Positive attitude toward the AS curriculum.

·         Outstanding personal appearance (wear of the uniform, posture, and grooming).

·         Attributes of initiative, judgment, and self-confidence.

·         Courtesy (promptness, obedience, and respect).

·         Growth potential (capacity for responsibility, high productivity, adaptability to change).

·         Demonstrate the highest personal, ethical standards & strong positive convictions.

·         Rank in the top 10% of their AS class.

 2.2.11.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient of the award. The local ROA chapter contacts each ASI before 15 Sept and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 Sept, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association. See Attachment 6-11 for list of award points of contact.

**2.2.12. Military Order of World Wars Award.** This award consists of a bronze medal pendant, certificate, and ribbon.

2.2.12.1. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

2.2.12.2. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet’s outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

**2.2.13. Military Officers Association of America (MOAA) Award.**  This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon.

 2.2.13.1. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

·         Be a member of the junior class.

·         Be in good academic standing.

·         Be of high moral character.

·         Show a high order of loyalty to the unit, school, and country.

·         Show exceptional potential for military leadership.

2.2.13.2. The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. The SASI requests the award devices from the nearest MOAA chapter. A MOAA representative will make the award presentation. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.

 **2.2.14. Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon.

 2.2.14.1. This award presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

·         Have a positive attitude toward AFJROTC.

·         Have outstanding military bearing and conduct.

·         Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).

·         Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.

·         Demonstrate leadership potential.

·         Attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester.

·         Be active in student activities.

·         Not have been previous recipients of this award.

2.2.14.2. The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.

**2.2.15. National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate.

2.2.15.1. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

·      Be in the top 25% of their academic class.

·      Encourage and demonstrate ideals of Americanism.

·      Demonstrate potential for outstanding leadership.

·      Not have previously received the award.

2.2.15.2. The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners.

**2.2.16. Sons of the American Revolution (SAR) Award.** This award consists of a bronze medal with ribbon.

 2.2.16.1. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

·                     Be currently enrolled in the AFJROTC program.

·                     Be in the top 10% of their AFJROTC class.

·                     Be in the top 25% of their overall class.

2.2.16.2. The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter

**2.2.17. Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal, ribbon, and certificate.

2.2.17.1. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

·         Contribute the most to encourage Americanism by participation in extracurricular activities or community projects.

·         Demonstrate academic excellence by being in the top 25% of class.

·         Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.

·         Not have been a previous recipient of this award.

2.2.17.2. The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30-day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.

**2.2.18. Military Order of the Purple Heart Award.**  This award consists of a medal pendant with a ribbon.

2.2.18.1. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:

·         Have a positive attitude toward AFJROTC and country.

·         Hold a leadership position in the cadet corps.

·         Be active in school and community affairs.

·         Attain a grade of “B” or better in all subjects for the previous semester.

·         Not have been a previous recipient of this award.

2.2.18.2. The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

**2.2.19. Air Force Sergeants Association (AFSA) Award.** This annual award consists of a medal pendant with a ribbon.

2.2.19.1. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

·         Be in the top 25% of the AFJROTC class.

·         Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

·         Not have been a previous recipient of this award.

2.2.19.2. The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

**2.2.20. Sons of Union Veterans of the Civil War (SUVCW) Award.** This award consists of a medal pendant with a ribbon.

**2.2.20.1.** 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.

**2.2.20.2.** The SASI and ASI select the recipient and must request presentation materials from a local camp or the respective SUVCW state department. The contact information for the state departments or local camps is located on the SUVCW website.

**2.2.21. Sons of Confederate Veterans H. L Hunley Award.** This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate. One month prior to awards program unit should submit application to point of contact with deserving cadet’s name and rank and a check for $30 (Unit cannot use AF Funds to pay for this award)

**2.2.22. Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award.** This TAI sponsored award consists of a ribbon and a certificate.

**2.2.22.1.** This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

·         Attain a grade of “B” or better in their AS class.

·         Be in good academic standing.

·         Actively participate in cadet corps activities.

·         Participate in at least 50% of all unit service programs.

**2.2.22.2.** The SASI and ASI select the recipients. This award is mailed to all units *proactively* by AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy not later than 1 March. AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy will mail all award devices and certificates in one mass mailing. A follow-up report is required after the award is presented. Provide SC-065 the names and grades of the recipients and date award was presented on the supplied mail back form.

**\*2.2.23. The Retired Enlisted Association (TREA) Award.** Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. This award consists of a medal set with ribbon and a certificate from TREA.

**2.2.24. The Celebrate Freedom Foundation.** Awarded annually, at the SASI’s discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet. This award consists of a ribbon and a certificate.

**2.2.25. National Society United States Daughters 1812 Award.** Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. This award consists of a ribbon, medal and certificate.

**2.2.26. Air Commando Association Award.** Awarded annually at the SASI’s discretion for completing a one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. This award consists of a ribbon and certificate

**2.2.27. *Non-Funded National Awards***. (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC. Criteria will be determined and awards will be given by the SASI/ASI.

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

**2.2.29. Outstanding Organization Award.** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. The OOA ribbon is ordered through EMALL. OOA recipients do not receive a streamer

**2.2.30. Outstanding Flight Ribbon.** Awarded each academic term to members of the outstanding flight under criteria determined by the SASI, ASI, and Senior Staff.

**2.2.31. Top Performer Award.** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance

**2.2.32. Outstanding Cadet Ribbon.** Awarded annually at the SASI’s discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

 **2.2.32.1.** The award will recognize a cadet’s performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit’s annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement. Community involvement. Other accomplishments.

**2.2.32.2.** A SASI may nominate candidates to their respective Area Administrator. Area Administrators will present awards to nominees during their visit unless personal observation of the cadet warrants otherwise. **SASIs may select recipients and present award in years that unit does not receive AA visit.**

**2.2.32.3.** Ribbons will be available from HQ AFJROTC and distributed to the Area Administrators for presentation. The award consists of a certificate and a ribbon, which may be presented by the Area Administrator during the visit or the SASI if the cadet(s) is unavailable due to class scheduling conflict, etc. The ribbon may be worn for the duration of a cadet’s tenure in AFJROTC.

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

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

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

**2.2.36. Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, no “F” grades in any class, in addition to an “A” average in AFJROTC.

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

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

**2.2.39. Orienteering Ribbon.** Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum (Not awarded to event volunteers/staff)

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

**2.2.41. Drill Team Ribbon.** Awarded for completion of a full drill team year, awarded at the discretion of the Teams Commander. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

**2.2.42. Color Guard Ribbon.** This award is given to members of the Color Guard team who successfully complete 75% of all color guard events, or complete 10 color guards, whichever is fewer. Awarded at the discretion of the Teams Commander and SASI*.* An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

**2.2.43. Saber Team Ribbon.** This award is given to members of the Sabre team who successfully complete 75% of all color guard events, or complete 10 color guards, whichever is fewer. Awarded at the discretion of the Teams Commander and SASI*.* An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

**2.2.44.** **Marksmanship Team Ribbon.** Criteria for this award will be established and awarded through the SASI. An oak leaf cluster should be added for every additional award following the initial award.

**2.2.45. Good Conduct Ribbon.** This award is presented to cadets who are behaviorally in good standing in their classes. This award consisting of a ribbon is given to cadets with all “A”’s in citizenship in all their classes. Any grade lower than an “A” is a disqualifier. An oak leaf cluster should be added for every additional award following the initial award.

**2.2.46. Service Ribbon.** Awarded at the SASI’s discretion for distinctive performance in school, community, or AFJROTC service projects\*. Limit to members whose active participation in a service project contributed significantly to the goals of the organization.

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

**2.2.47. Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the E2C wellness program will receive the Health and Wellness Ribbon. All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze Star device. If a cadet earns a percentile score of 85-95 they will receive a second Health and Wellness Ribbon and wear a Silver Star. If they receive a 96-100 percent they will receive a second Health and Wellness Ribbon and they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

**2.2.48. Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. This ribbon is awarded to cadets who demonstrate proof of such recruiting efforts through the use of a completed recruiting form, as provided by the SASI/ASI.

**2.2.49. Activities Ribbon.** Awarded for participation in co-curricular activities other than those that qualify for the *Color Guard, Drill Team,* and *Special Teams Competition* ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added for every additional award following the initial award.

**2.2.50. Attendance Ribbon.** This ribbon is awarded to cadets who demonstrate responsibility through good attendance. This award is given to cadets who have no more than any of the following: 4 unexcused Absences, 5 unexcused Tardies, and 0 Cuts of any type. An oak leaf cluster should be added for every additional award following the initial award.

**2.2.51. Dress and Appearance Ribbon.** This ribbon is awarded to cadets who demonstrate the proper wear of the Air Force uniform. This award is given to cadets with no less than a score of 80% on ALL uniform scores. An oak leaf cluster should be added for every additional award following the initial award.

**2.2.52. Longevity Ribbon.** Awarded for completion of each Fall-Spring school year. An oak leaf cluster should be added for every additional award following the initial award, with a maximum of 3 clusters possible.

**2.2.53. CAP Awards.** Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement 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. A unit locator can be found at <http://www.cap.gov/join/unitlocator/html>.

**CHAPTER 16**

# INDIVIDUAL AND FLIGHT COMPETITIONS

# 1. CADET OF THE MONTH (COM)

a. Each month (from October to April) of the school year, a cadet will be selected as cadet-of-month. Selections will be made by the Flight Commander and Sergeant. Consideration will be given to academic performance, leadership performance, attitude, wear of the uniform, personal appearance, participation in co-curricular/extracurricular activities and all other factors which define a person’s performance as outstanding.

b. The cadet will be issued a distinctive shoulder cord until another cadet-of-the-month has been selected.

c. In order to honor cadet of the month, all cadets will salute him/her on uniform day when they see the shoulder cord.

d. A Personnel Board made up of Senior Staff will select COM.

**BDI (Best Drilled Individual) same criteria as COM except instead of sitting on a board the cadets will meet outside at lunch for Military Knowledge and drill.**

## OUTSTANDING FLIGHT OF THE BLOCK/SEMESTER.

1. **CRITERIA**: The outstanding flight will be chosen based on all-around performance. The following values are assigned in determining the winning flight in each competition:

 a. Academic Average in AFJROTC 25%

 b. Open Ranks Inspection Scores 25%

 c. Flight Competition Score 25%

 d. Participation (avg. comm svc/blk ltr) 25%

2. **DURATION AND ADMINISTRATION:** The outstanding flight competition will be held each block and Awards and Decorations will provide info to the SASI.

3. **AWARDS**: The flight selected will be awarded a streamer for the flight guide-on and each member will receive an outstanding flight ribbon. (Per Block/Semester).

# CHAPTER 17

# AFJROTC “BLOCK” SCHOOL LETTER

1. The Casa Roble High mini block letter "CR" has been authorized for wear by cadets in the CA­901st Cadet Group, who earn **200** Block Letter Points in one year.

2. The purpose of this letter award is to recognize individual cadets who devote extra time and effort towards our AFJROTC program goals, which are to encourage assumption of responsibility and to become a good citizen. The types of activities, which are recognized by the award, are those, which contribute to the community, school, and cadet corps and require additional time and effort beyond the normal school days. The extra time effort may be in preparation for an event or participation in the activity. It may be during school hours or prior to or after school.

3. Credit for an activity for each cadet will be logged by the project leader on the Master Events Log and reported to the Awards and Decorations Officer. The Awards and Decorations Officer will keep track of each cadet's status in their quest to obtain the block letter. A status board posted in the room will display each cadet’s current progress.

4. Point System: Listed below are the activities and the respective point values earned for participation in them.

1. Color Guard 5 points/event (max. 10 events)
2. Community Service……………………………..5 points/hr. (max of 15 hours)
3. Completion of Cadet Orientation and Training Course 25 points
4. JROTC NORCAL Event…15 points/event (extra points for placing 3rd,2nd,1st ...10, 20, 30)
5. AFJROTC Major Events (Mil Ball, Parades, Fun Olympics, Awards Night) 10 points/event
6. Outstanding Cadet (SLS and Awards Night)…………...………………20 points
7. Outstanding Flight of the Block(for each flight member)……………10 points

H. Individual Excellence in school activities other than AFJROTC (SASI decides 0 to 20 points)

**CHAPTER 18**

# CERTIFICATES OF COMPLETION AND TRAINING And SCHOLARSHIPS

1. There are two types of certificates that may be awarded to AFJROTC cadets; **CERTIFICATE OF COMPLETION AND CERTIFICATE OF TRAINING.** Information concerning each certificate is provided below to enable cadets, who will qualify for minimum enrollment to assess the value of each of each certificate.

a. **CERTIFICATE OF COMPLETION:** Presented to cadets of good standing, who complete **three or more calendar years** of the AFJROTC program. Cadets must have this certificate in their possession when signing up for a senior JROTC program or upon enlisting in the Armed Forces, in order to obtain the benefits offered for successful completion of the AFJROTC Program.

b. With the Certificate of Completion, the cadet will be excused from one year of the General Military Course of a Senior AFJROTC Program. This privilege must be arranged with the Professor of Aerospace Studies at the time of enrollment in a college or university.

c. If the cadet elects to enlist in the Armed Forces, the Certificate of Completion will provide for promotion up to pay grade E-3, when accepted by the service. Pay Grade E-3 is the third pay grade in all the armed forces and is equivalent to Airman First Class in the USAF. This promotion at the time of enlistment provides for an immediate monetary benefit. It also places the cadet ahead of all other personnel enlisting at the same time, and theoretically makes cadets eligible for promotion before other enlistees who enter at the same time.

2. **CERTIFICATE OF TRAINING:** Presented to a cadet of good standing who completes **two full calendar years** of the AFJROTC Program.

1. With the Certificate of Training, the college bound cadet will be excused from one academic term of the General Military Course in a College JROTC program. This privilege, again, must be arranged with the Professor of Aerospace Studies at the time of enrollment.

b. The Certificate of Training entitles the recipient to advanced promotion to the rank of E-2 upon initial enlistment, again when accepted by the Service

**NOTE: THESE CERTIFICATES INDICATE TO THE SERVICE THAT THIS INDIVIDUAL’S PERFORMANCE AS A CADET MERITS PROMOTION AHEAD OF THEIR PEERS ONCE THEY HAVE COMPLETED BASIC TRAINING. IF A CADET HAS BEEN ASKED TO LEAVE AFJROTC OR HAS DISPLAYED A POOR ATTITUDE TOWARD THE AFJROTC PROGRAM AND ITS TRAINING, INFORMATION WILL BE PROVIDED TO THE RECRUITING SERVICE REFLECTING THE INDIVIDUAL’S BEHAVIOR.**

3. **SCHOLARSHIPS:** AFJROTC awards three and four year AFJROTC Scholarships to the best qualified cadets each school year, provided he or she meets minimum Air Force requirements and is selected by a central board at Maxwell AFB, AL. The scholarships are very competitive. The scholarships pay for tuition, fees, and books and include a monthly tax-free stipend to use for other expenses. The recipient can use the scholarship at over 700 college or universities that have or are affiliated with AFJROTC programs. After graduation from the college the cadet is commissioned as a 2nd Lieutenant and must complete at least a four-year obligation. Cadets will be briefed in full on these opportunities as they enter their junior year in high school. Cadets who are interested in pursuing an AFJROTC scholarship are strongly encouraged to take the SAT or ACT early in their junior year, so as to have opportunities to retest, if needed to obtain competitive scores.

# CHAPTER 19

# CADET STAFF OFFICE/INSTRUCTOR OFFICES/CLASSROOM

1. The cadet staff office is the area for set aside for the staff to do cadet corps business. It is open to all cadets, provided activities are monitored by a cadet staff officer/NCO. Rules are posted for use of the cadet staff office and must be followed. **The cadet computers are for use in doing cadet corps business or schoolwork--not for personal business.**

**REMEMBER-----YOU MUST BE CONDUCTING BUSINESS AND NOT SOCIALIZING. THERE IS NO EATING OR DRINKING IN THE CADET OFFICE, NOR IS IT A CLOSET FOR STORING UNIFORMS OR PERSONAL ITEMS. Staff mailboxes must be used for corps business only! The last staff member to leave the cadet staff office must clean it before departing.**

2. The Aerospace Science Instructors practice an **“OPEN DOOR POLICY”**. Cadets are invited and encouraged to visit the instructor’s office, anytime the instructor is present, unless the instructor is conducting a session with another person. Any cadet desiring to see an instructor should salute and follow proper military reporting procedures.

3. **The instructors’ offices** are **OFF LIMITS** and are not entered by any cadet, unless the instructor is present or the cadet has specific permission from an instructor for each specific occasion.

4. **Telephones** in the offices **are not** to be used by cadets to conduct personal business. The telephones will be used **ONLY** with the permission of the instructor(s). Cadets need to inform their parents when they need to be picked up and not expect to use the instructor’s phones to make these types of routine calls.

5. **The JROTC classroom** is used for many purposes—classes, staff meetings, functional meetings, drill team training, honor guard training, and also as a place for JROTC cadets to socialize. Use of the classroom at is a privilege, which can easily be lost. The following rules apply and will result in your loss of use of this privilege for the block:

a. Only JROTC cadets may enter or use the classroom—any deviations must be cleared with the SASI/ASI or Senior Staff. If you allow someone else in the classroom, your privileges will be lost.

b. Store any lunches in only the designated shelves--do not put anything in the drawers or cabinets. Staff may use the small refrigerator but must clean it out each Friday.

c. Leave no items of clothing or lunch containers in the classroom. These

will be collected and turned in to lost and found on a daily basis. Obviously clean up after yourself!

1. Absolutely no horseplay, throwing items or other rude conduct. It takes only one incident for the school administration to take this privilege from all of us.

### CHAPTER 20

# SUMMARY OF STANDARDS AND BEHAVIOR

1. **HQ AFJROTC Instruction 36-2001 is very specific in regards to conduct while in uniform and also in not tolerating inappropriate behavior at any time while in the AFJROTC program.**

a. **Conduct while in uniform:** Uniforms will only be worn while traveling to or from or while participating in official AFJROTC activities. Cadets may wear uniforms while acting as ushers, parking cars, etc. at the discretion of the SASI. Cadets will not wear the uniform while participating in demonstrations, partisan political activities, public speeches, seeking employment, seeking employment, or any other activities that may bring discredit to the corps of cadets, United States Air Force, or the school.

b. **Inappropriate Behavior:** Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC and will be grounds for dismissal from the program. This behavior includes, but is not limited to drug, alcohol or tobacco use, horseplay, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks.

c. **Hazing:** Defined as the practice of directing someone of lessor rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm, is strictly prohibited. Requiring cadets to perform push-ups or any other physical activity as punishment is also prohibited. These activities may only be performed as part of a unit’s regular physical conditioning program.

d. **Harassment:** Such as improper or abusive language, and coercion of lower class cadets for personal gain, are strictly forbidden. Misuse of authority will not be condoned nor tolerated.

2. **Racial, Sexual, Ethnic, and Religious discrimination/harassment will not be tolerated in any manner.** Discrimination is punishing, not hiring, and/or refusing to reward exceptional performance, based on a person’s race, sex, ethnicity, and/or religion. Anyone responsible for discrimination will be removed from AFJROTC.

3. AFJROTC is based on a military training model, with higher ranking cadets placed in positions of responsibility. Directions given to you by higher-ranking cadets, while involved in AFJROTC classes or activities, should be followed unless:

a. The direction/order threatens your health or the health of others.

b. The direction/order is against your morals or ethics.

c. The direction/order violates your right to religious freedom.

d. The direction is against instructions from the school or your parents/guardians.

 You may always see the SASI/ASI at any time regarding directions you feel are inappropriate.

4. **Profanity will not be tolerated**. This consists of saying any words that are considered vulgar by the SASI, ASI, and other school officials.

1. **Lying is not tolerated**. In order for AFJROTC to work, we must be able to trust each other. Any person caught lying will be disciplined accordingly. Lying is defined as willingly deceiving someone and violates the Cadet Honor Code.

6. **Cheating** **is not tolerated**. Anyone caught cheating will be severely dealt with. This includes not doing your own work on workbooks or in class assignments. Honor Code Violation.

7**. Stealing** **is not tolerated**. Anyone caught stealing will be prosecuted accordingly and this is an Honor Code Violation.

8. **Any bad behavior/poor attitude in other classes reflects poorly on AFJROTC and will result in counseling in JROTC and can result in demotion or removal from AFJROTC.**

9. **Students WILL NOT leave personal items (including uniforms, books, PT clothes etc.) in any area or room of AFJROTC without the permission of the ASI or SASI.**

10. You, as an AFJROTC cadet, have a responsibility of **keeping the AFJROTC facilities looking neat and orderly at all times**. If you see trash, pick it up even if it isn’t yours.

REMEMBER, YOU ARE AN AFJROTC CADET, BECAUSE OF THAT YOU ARE EXPECTED TO SET THE EXAMPLE AT ALL TIMES!!!

**If you have an issue not outlined in the above guide, please contact an instructor so we may resolve it.**

# CHAPTER 21

**PLEBE TRAINING**

1. **GENERAL:** Each cadet entering AFJROTC for the first time will be required to complete Plebe Training, including those who attended the Cadet Orientation and Training Course (COTC). The Senior Enlisted Advisor (SEA) will assign a ‘Plebe Trainer’ who will help and monitor the cadet throughout the training process. The information in this chapter is basic and will appear on promotion tests.

2. **RESPONSIBILITIES:**

a. It is the responsibility of each cadet to be thoroughly familiar with this chapter.

b. The Flight Commander, Flight Sergeant, and Plebe Trainer share in the

responsibility to insure the new cadet has every opportunity to learn the required Plebe Knowledge.

c. Upon the recommendation of the Plebe Trainer and Flight Commander/Sergeant the Plebe will report to the Senior Enlisted Advisor (SEA) for testing and completion the plebe form.

 3. **DEFINITIONS:**

a. Plebe: A Plebe is a newly enrolled first year cadet who may or may not have been to Summer Leadership School. In order to be promoted to cadet airman, all new cadets must complete plebe training in the first 9 weeks.

b. Espirit de Corps: A sense of pride, honor, and togetherness in a group.

c. Plebe Trainer: Each plebe will be assigned an upperclassman that will act as trainer. They will assign reasonable due dates for the plebe to accomplish each task. They will assist the plebe in accomplishing each task and monitor the plebe's progress.

d. Plebe Knowledge: Each Plebe is required to know the information listed on the **Plebe Knowledge Sheet** and other information as directed by their Plebe Trainer.

4. **OBJECTIVES of PLEBE TRAINING:**

a. To develop "Esprit de Corps."

b. To develop the self‑discipline necessary to follow and abide by regulations.

c. To develop an understanding of military Customs and Courtesies.

d. To develop military bearing and self-reliance.

e. To prepare the plebe to be an outstanding member of the 901st Cadet Corps.

5. **SPECIFIC:**

a. The Plebe will address ALL upper-classman, trainers, instructors, and teachers as "Sir", "Ma'am”, or with the appropriate rank following any statement.

 Example... "Isn't it a nice day, Sir?" or "Yes/No Sergeant."

b. **The Plebe will memorize plebe knowledge by the date assigned by the SEA or plebe trainer.**

c. The Plebe will read and study the Plebe Knowledge items so as to be prepared to take an oral exam given by the Trainer. The Trainer and Flight Commander must sign off the Plebe Knowledge Certification before the cadet can schedule time with the SEA for the final knowledge test.

d. ***THE PLEBE WILL ABIDE BY THE HONOR CODE****.*

## PLEBE KNOWLEDGE

 **TRAINER** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PLEBE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Flight: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**In order to be promoted to CADET AIRMAN or to keep that rank,**

**All Plebes must know the information listed below in the first 9 weeks.**

 **ITEM DATE / S.E.A. INITIAL**

 1. Write Mission, goals and Cadet Honor Code. \_\_\_\_\_\_\_\_\_\_\_\_

 2. Demonstrate Customs and Courtesies assigned by SEA \_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Uniform wear--answer questions assigned by SEA \_\_\_\_\_\_\_\_\_\_\_\_\_

 4. Co-Curricular Activities--answer questions assigned by SEA \_\_\_\_\_\_\_\_\_\_\_\_\_

 5. Block Letter--answer questions assigned by SEA \_\_\_\_\_\_\_\_\_\_\_\_\_

 6. Awards and Decs--answer questions assigned by SEA \_\_\_\_\_\_\_\_\_\_\_\_\_

 7. Rank Recognition--must take rank test from SEA \_\_\_\_\_\_\_\_\_\_\_\_\_

 8. Grooming standards \_\_\_\_\_\_\_\_\_\_\_\_

 9. Chain of Command for AFJROTC from President to SASI \_\_\_\_\_\_\_\_\_\_\_\_\_

 10. Cadet Organization Chart \_\_\_\_\_\_\_\_\_\_\_\_\_

 11. Promotions—answer questions assigned by SEA \_\_\_\_\_\_\_\_\_\_\_\_\_

 12. Write the 25 drill moves in the proper sequence \_\_\_\_\_\_\_\_\_\_\_\_\_

**Address all questions and concerns to your Plebe Trainer.**

**GOOD LUCK!**

### CERTIFICATION OF COMPLETION

**(Initial and Date)**

## Plebe Trainer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Flight Commander \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##

## SEA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Morning Flag Detail**

\*7:20 AM-Show Time

\*Obtain key

\*Call room to attention\*Form up

##### Amn 1 - Key

##### NCO - American Flag

##### Amn 2 - School Flag

\*NCO gives orders

##### March to flag pole, come to a stop, then assume “Mark Time” at your position

##### Calls “Halt” and everyone halts and does an automatic left face

\*Amn 1-Unlock Halyard\*NCO-Clips on American flag and State Flag

\*Amn 1 and Amn 2-Raise flags briskly

\*NCO-Salutes while flag is raised

\*NCO gives command “Present Arms” after flag reaches top

\*NCO then commands “Order Arms”(all drop salute at the same time)

\*Amn 1-Locks Halyard

\*NCO calls “Right Face” and all march back to JROTC room.

\*Put key back

**NOTE:** Put flag(s) up on Left side of pole (NCO’s Right)

###### **Evening Flag Detail**

\*Show No Later Than 3PM!!!

\*Obtain key

\*Form up

##### Amn 1 - Key

##### NCO -

##### Amn 2 –

\*March around flag pole, assuming Mark Time until NCO orders, “Halt.”\*Amn 1 - Unlock Halyard\*NCO - Gives command “Hand Salute”(all salute)

\*Amn 1 and Amn 2 – Drop salute together and lower flags slowly

\*NCO holds salute until he/she can touch the California flag

\*NCO – Secure State Flag and fold neatly.

\*NCO – Secure American Flag (DO NOT LET THE FLAG TOUCH THE GROUND)

 Amn 1 & 2 unhook the flag

\*Amn 1 – Locks Halyard.

\*NCO and Amn 2 - fold American flag properly.

\*Amn 1 – Assist in flag folding.

\*After flags are folded, NCO calls Attention, Right Face, and they march back to the room.

\*Amn 1 calls room to attention and NCO and Amn 2 put flags away.

\*NCO calls AS YOU WERE

\*Amn 1 puts key back

**How to Tie the Double Windsor knot**



HOW TO FOLD THE FLAG

**STEP 1:**

NCO holds the blue field end of the flag with the blue field to the left. Amn 2 holds the opposite end while Amn 1 supports the middle of the flag standing on the blue field side.

**STEP 2:**

Fold the striped side of the flag over the blue field.

**STEP 3:**

Fold in half again, just as the previous fold, from the NCO’s right (**folded edg**e) to the left (**open edg**e). A portion of the blue field should now be visible.

**STEP4:**

A triangular fold is then started by AMN 2 by bringing the striped corner of the **folded** edge to the **open** edge.

**STEP 5:**Fold that triangle toward the head of the flag (keep the folds tight).

**STEP 6:** Fold the next triangle back to the left side. Continue the entire length of flag.

**STEP 7: Finished Flag** Tuck the flag spine (solid white The finished flag should be an edge) and the excess blue field blue triangle with only stars material showing. into one of the previous folds. No stripes should show.

**Pledge of Allegiance**

**I pledge allegiance to the flag of the United States of America**

**and to the republic for which it stands,**

**one nation under God,**

**indivisible,**

**with liberty and justice for all.**

**National Anthem**

**Oh, say, can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watch'd, were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
O say, does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?

On the shore dimly seen thro' the mists of the deep,
Where the foe's haughty host in dread silence reposes,
What is that which the breeze, o'er the towering steep,
As it fitfully blows, half conceals, half discloses?**

 **Now it catches the gleam of the morning's first beam,
In full glory reflected, now shines on the stream:
'T is the star-spangled banner: O, long may it wave
O'er the land of the free and the home of the brave!**