

2019 - 2020

AFJROTC CADET GUIDE



This document was prepared especially for
Cadets of Ola H.S. AFJROTC

PROPERTY OF AFJROTC GA-20102 OLA HIGH SCHOOL
MCDONOUGH, GA 30252

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FOREWARD

Congratulations on your decision to enroll in the Ola High School Air Force Junior ROTC (AFJROTC) program! This Cadet Guide was developed to familiarize you with AFJROTC program requirements to become an effective member of the Ola High School GA-20102 AFJROTC Cadet Mission Support “Red Tails” Group. Our ultimate goal is to be recognized as one of the finest AFJROTC units in the nation. You will play a key role in helping us reach this objective. Your academic achievements, leadership, and pride in the wearing of the AFJROTC uniform are paramount in determining our unit’s success in being designated as an AFJROTC Distinguished Unit. We are confident the cadets in our program are up for this challenge.

We wish you success and personal satisfaction as a member of the Ola High School GA-20102 AFJROTC Cadet Mission Support Group. **AFJROTC...”United as one!”**

//SIGNED//	///SIGNED///
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This handbook establishes AFJROTC GA-20102 Aerospace Science and Leadership (ASL) course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, conduct, uniform and personal appearance standards, and the cadet corps’ organization, operation and extracurricular activities. This handbook supplements leadership texts, and Air Force and AFJROTC instructions. All cadets will read this handbook, maintain a copy of it, know its contents, and comply with its standards satisfactorily to meet the AFJROTC course objectives. The Cadet Corps Commander will review this handbook at least annually and recommend changes to the SASI.

Last Reviewed:

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Chapter 1

ORGANIZATION

SECTION A—VISION, PURPOSE, DESIGNATION, MISSION AND OBJECTIVES

1.1. VISION. To support the goals of the Henry County School System and the mission of Ola High School, while creating an environment that motivates students to develop and excel in:

- Academics
- Leadership
- Citizenship
- Physical Fitness

1.2. PURPOSE. The purpose of this handbook is to establish guidance and procedures for the organization and operation of AFJROTC Unit GA-20102.

1.3. DESIGNATION. The official designation is “AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS, GEORGIA-20102, OLA HIGH SCHOOL, MCDONOUGH, GEORGIA.”

1.4. MISSION AND OBJECTIVES. The mission of AFJROTC is to “*Develop citizens of character, dedicated to serving their nation and community.*” AFJROTC Unit GA-20102 intends to meet this mission by developing informed citizens; stimulating interest in aerospace careers; and strengthening character and self-discipline. In addition, by encouraging completion of high school and pursuit of higher education and vocational studies; and promoting understanding of the role of the citizen in a democratic society. Lastly, by promoting community service, and teaching social values and life skills. To accomplish this mission, the organization will meet the following objectives:

- 1.4.1. Understand the need for national security, authority, and military in a democracy.
- 1.4.2. Develop an understanding of patriotism.
- 1.4.3. Develop habits of good order and discipline using the military training model.
- 1.4.4. Develop strong morals, self-reliance, self-esteem, leadership, and communication skills.
- 1.4.5. Be familiar with the aerospace age, doctrine, and career opportunities.
- 1.4.6. Be familiar with military customs, courtesies, and traditions.
- 1.4.7. Graduate from high school and pursue higher education or vocational studies.
- 1.4.8. Develop social skills and values and adhere to the Cadet Code of Conduct, Honor, and Ethics.
- 1.4.9. Participate in community service activities.
- 1.4.10. Follow the rules of parents, teachers, school administrators, and community officials.

SECTION B—ENROLLMENT AND DISENROLLMENT

1.5. ENROLLMENT. **THERE IS NO MILITARY OBLIGATION TO ENROLL IN AFJROTC.** Cadets must be full-time students in good standing at Ola High School. Cadets should also be of good moral character and able to participate in AFJROTC training. 1.5.1. Reserve Cadet: A cadet who (1) completed the entire AFJROTC Academic Program (2) will complete an AFJROTC course during one semester, but is not participating in an AFJROTC course during the current semester of the school year, or (3) is not currently enrolled in an AFJROTC course, but is currently participating in AFJROTC activities, may be designated, with AFJROTC instructor concurrence, a reserve cadet. Reserve Cadets may participate in all AFJROTC activities (drill team, orienteering, etc.). **Note: Time in reserve status does not count towards the Certificate of Completion.**

1.6. DISENROLLMENT. Disenrollment from AFJROTC is recommended by the AFJROTC instructors and approved by the Senior Aerospace Science Instructor (SASI). A cadet may be dis-enrolled for:

1.6.1. Failure to maintain acceptable standards (including uniform wear and grooming).

1.6.2. Inaptitude or indifference to training.

1.6.3. Disciplinary reasons.

1.6.4. Failing the Aerospace Science or Leadership course. Continued enrollment will be on a space available basis when approved by the SASI, with no Certificate of Completion credit for the failed course.

1.6.5. Failure to meet Ola High School's student responsibilities as outlined in the Henry County and Ola High School student handbook. A history of suspensions and expulsions are reasons for dismissal from the corps.

1.6.6. Not following classroom rules and not maintaining a positive attitude toward the corps.

1.6.7. Not abiding by the Air Force Core Values, AFJROTC Creed, Cadet Honor Code, Cadet Code of Conduct, or the Cadet Code of Ethics (found in back of cadet guide).

SECTION C—CADET CONTRACTS, HONOR CODE, AND CADET CREED

1.7. Oath of Leadership and Office. All cadets will complete a cadet contract, which will then be filed in their cadet personnel record. This contract states minimum AFJROTC Cadet Corps expectations and outlines the uniform, equipment, and financial responsibilities that are a part of being enrolled in Ola High School's Air Force Junior ROTC program.

1.8. Cadet HONOR CODE and CADET CREED. These are closely related and complement each other. Cadets should internalize these and use them as a guide as they strive to become productive citizens in a society with very demanding and sometimes conflicting standards. Cadets should display these principles to the best of their ability at all times.

1.8.1. Cadet HONOR CODE.

“We will not lie, steal or cheat, nor tolerate among us anyone who does.”

These simple words are the basis for a code to live by that will last you the remainder of your lifetime. These are simple rules, but tough to live by as reflected in the alarming number of students who freely admit they cheat in schools and colleges. Do not be swayed by those who make narrow-minded decisions. Remember the words in this code are clear in their demands and are still relevant in our society. Be honest in word and deed. Do not make indirect or evasive statements. Do your own work, and assist others in a sense of cooperation. HONOR is a noble, moral standard that is necessary for the wellness and continued existence of our civilized society. NEVER SURRENDER YOUR HONOR!

1.8.2. AFJROTC CADET CREED.

“I am an Air Force Junior ROTC Cadet. I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism. I earn respect when I uphold the Core Values of **Integrity First, Service Before Self, and Excellence in All We Do**. I will always conduct myself to bring credit to my family, school, Corps of Cadets, community and to myself. My character defines me. I will not lie, cheat or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me. I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead. I am an Air Force Junior ROTC Cadet.”

The AFJROTC Cadet Creed is the framework that guides the behavior, moral compass, and sense of service in which AFJROTC cadets are expected to conduct themselves.

SECTION D—ORGANIZATION

1.9. ORGANIZATION. The Georgia-20102 AFJROTC Unit is organized as a Cadet Mission Support Group. (Ref. Atch. A or OHS AFJROTC website for picture of organizational chart.)

1.10. JOB DESCRIPTIONS. Job descriptions for cadet corps staff positions are contained in Table 1.1 below. Like the Air Force, cadet responsibilities and job duties increase with position and rank. Cadets are expected to carry out their job duties, including supervisory responsibilities, to the best of their abilities.

Table 1.1. Job Descriptions

Cadet Mission Support Group Commander (CMSG/CC) is responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of the group.
- Promoting esprit-de-corps and modeling proper cadet image.
- Facilitating the standardization and evaluation (Stan-Eval) of the cadet group.
- Planning and coordinating group activities, facilities, and resources.
- Ensuring all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- Coordinating cadet operations directly with the SASI/ASIs.
- Advising the SASI/ASIs on corps operations policies and procedures.
- Developing a cadet operations and activities calendar.
- Chairing Cadet Evaluation Boards.
- Recommending cadets for jobs, awards, and promotions.
- Managing the cadet corps senior staff.
- Publicizing cadet activities and accomplishments.
- Developing and maintaining a cadet evaluation and promotion system.

- Attending corps extracurricular activities to help ensure cadet corps goals and objectives are met.
- Ensuring publication of Top Cadet Awards and establishment of a reliable tracking system.
- Conducting weekly cadet staff meetings.
- Overseeing the Cadet Health and Wellness Program.
- Coordinating and ensuring planning of “New Cadet Orientation”.
- Overseeing and ensuring the planning for Junior Officer Cadet Training School (JOCTS) and Ola HS Summer Drill Camp.
- Ensuring that recognition programs are carried out and completed on time.
- Establishing an active public affairs program.
- Ensuring extra-curricular activities are functioning as intended.
- Ensuring the preparation, publication, and distribution of a group yearbook.
- Providing information monthly on cadet activities on school, local, and social media entities.
- Attending group staff meetings.
- Completing evaluations on CMSG/CD, group staff, and squadron commanders.
- Serving as an active spokesperson throughout the community to obtain program support.

Cadet Mission Support Group Deputy Commander (CMSG/CD) is responsible for:

- Command of the group during the absence of the cadet group commander.
- Carry out duties and order of CMSG/CC in his or her absence.
- Enforcing appearance, discipline, training, and conduct standards.
- Facilitating the standardization and evaluation (Stan-Eval) of the cadet group.
- Supervising the cadet group staff (comptroller, public affairs, safety, etc.).
- Maintaining the CMSG organizational chart.
- Coordinating with squadron and flight commanders on cadet operations.
- Attending Cadet Evaluation Board meetings.
- Performing other duties as assigned by the CMSG/CC.
- Attending cadet group staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Mission Support Group Executive Officer (CMSG/CCE) is responsible for:

- Assisting cadet group commander and cadet deputy group commander as directed.
- Attending cadet group staff meetings and preparing meeting room.
- Updating unit webpage and calendars with AFJROTC events daily and weekly as needed.
- Maintaining attendance and publishing minutes for commanders’ staff meetings.
- Attending Cadet Evaluation Board meetings and recording results.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Mission Support Group Plans and Programs Officer (CMSG/XP) is responsible for:

- Planning, coordinating, and executing all group special activities.
- Submitting after-action reports on all special projects.
- Updating unit webpage and calendars with AFJROTC events daily and weekly as needed.
- Coordinating with CLRS/CC for logistics support.
- Arranging passenger services for group personnel for authorized events.
- Performing other duties as assigned by the CMSG/CC/CD.
- Attending cadet group staff meetings.
- Enforcing appearance, discipline, training, and conduct standards.
- Holding weekly meetings and documenting meeting minutes.

Cadet Honor Guard/Drill Team Commander (CHG/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Overseeing color guard and other drill teams.
- Assisting in planning and coordinating all parades and ceremonies.
- Writing operations plans covering membership and operations policies and procedures.
- Organizing and training team members for competitions and performances.
- Working with the Public Affairs Officer to publicize Drill Team activities.
- Scheduling practices and team members for events.
- Organize a Drill Team schedule including, but not limited to practices, drill meets, special events, etc. Schedule must be ready to submit to Master Activities Schedule upon request.
- Attending squadron staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Holding weekly meetings and documenting meeting minutes.

Cadet Mission Support Group Superintendent (CMSG/CCC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Conducting weekly NCO staff meetings for inputs to give to commander and documenting meeting minutes.
- Facilitating the standardization and evaluation (Stan-Eval) of the cadet group.
- Promoting AFJROTC programs and events.
- Overseeing functioning of cadet promotion program.
- Coordinating cadet enlisted, NCO, and flight sergeants meeting.
- Attending group staff meetings.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Public Affairs Officer (CMSG/PA) is responsible for:

- Establishing an active public affairs program.
- Preparing, publishing, and distributing a group yearbook.
- Submitting news articles to school and local newspapers concerning cadet activities monthly.
- Providing all cadet group photographic services.
- Attending cadet group staff meetings.
- Performing other duties as assigned by the CMSG/CC.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Overseeing flight public affairs liaisons.
- Enforcing appearance, discipline, training, and conduct standards.
- Holding weekly meetings and documenting meeting minutes.

Cadet Comptroller (CMSG/FM) is responsible for:

- Ensuring adequate controls are established for proper accounting of all cadet corps funds.
- Controlling all cadet financial transactions.
- Maintaining accurate, descriptive, and up-to-date records of all financial transactions.
- Ensuring all checks are issued in accordance with policies established by the SASI.
- Maintaining ledgers and account transaction logs in accordance with generally accepted accounting standards.
- Preparing weekly financial reports.
- Performing other duties as assigned by the CMSG/CC.
- Attending cadet group staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.

- Promoting esprit-de-corps and modeling proper cadet image.
- Overseeing flight comptroller liaisons.
- Enforcing appearance, discipline, training, and conduct standards.
- Holding weekly meetings and documenting meeting minutes

Cadet Safety Officer (CMSG/SE) is responsible for:

- Conducting weekly safety inspections of all cadet facilities.
- Reporting all safety violations or findings to the CMSG/CC or the SASI and providing recommendations for correcting safety-related problems.
- Attending cadet group staff meetings.
- Conducting weekly safety briefings.
- Overseeing flight safety liaisons.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Conducting weekly safety meetings and documenting meeting minutes.
- Enforcing appearance, discipline, training, and conduct standards.
- Holding weekly meetings and documenting meeting minutes.

Cadet Chaplain (CMSG/HC) is responsible for:

- Monitoring the morale and welfare of members of the cadet corps.
- Recommending solutions to problems concerning morale and welfare issues to the CMSG/CC.
- Delivering inspirational services as required for corps activities.
- Performing other duties as assigned by the CMSG/CC.
- Attending cadet group staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Chaplain Assistant (CMSG/HCN) is responsible for:

- Monitoring the morale and welfare of members of the cadet corps.
- Assisting chaplain officer in carrying out duties and filling in during his or her absence.
- Recommending solutions to problems concerning morale and welfare issues to the CMSG/CC.
- Delivering inspirational services as required for corps activities.
- Performing other duties as assigned by the CMSG/CC.
- Attending cadet group staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Operations Squadron Commander (COS/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Overseeing the flight commanders.
- Relaying information from the cadet operations squadron to the flight commanders.
- Acting as liaison between flights and command staff.
- Commanding the group and accomplishing CMSG/CC/CD responsibilities in their absence.
- Serving on Cadet Evaluation Boards.
- Attending group staff meetings.
- Performing other duties as assigned by the CMSG/CC.
- Completing evaluations on deputy and flight commanders.

- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Holding weekly meetings and documenting meeting minutes.

Cadet Operations Squadron Deputy Commander (COS/CD) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Overseeing the flight commanders.
- Relaying information from the cadet operations squadron to the flight commanders.
- Acting as liaison between flights and command staff.
- Commanding the group and accomplishing CMSG/CC/CD responsibilities in their absence.
- Serving on Cadet Evaluation Boards.
- Attending group staff meetings.
- Performing other duties as assigned by the CMSG/CC.
- Attending group staff meetings.
- Attending squadron staff meetings.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Operations Squadron First Sergeant (COS/CCF) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Counseling cadets concerning the AFJROTC program.
- Assisting the COS/CC with the cadet orientation program.
- Developing a cadet training program.
- Providing guidance on customs, courtesies and drill and ceremonies.
- Performing other duties as assigned by the COS/CC.
- Attending squadron staff meetings.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Flight Commander (CFLT/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Commanding flight in classroom and in formal formations.
- Supervising cadets and evaluating their performance, conduct, leadership and promotion potential.
- Providing drill and ceremonies training to flight cadets.
- Reporting attendance.
- Ensuring compliance with classroom rules and procedures.
- Enforcing cadet conduct and discipline during class and formal formations.
- Recommending improvements for flight conduct and operations to SASI/ASI.
- Preparing flight for inspection.
- Attending squadron staff meetings.
- Recommend Outstanding Cadet for flight.
- Completing evaluations on flight's flight sergeant, guidon bearer, PA liaison, safety liaison, supply liaison, communications liaison, personnel liaison and element leaders.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Flight Sergeant (CFLT/CCF) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Assuming command of the flight in the absence of the flight commander.
- Assisting flight commander with flight conduct and discipline.

- Training element leaders and flight guides on proper drill and ceremonies.
- Assisting flight commander in teaching drill and ceremonies.
- Accomplishing inspection records.
- Attending squadron staff meetings.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Flight Guidon Bearer is responsible for:

- Accomplishing duties of guidon bearer described in drill and ceremonies manual.
- Retrieving, posting, and retiring flight guide as directed in class and during formations.
- Leading the direction of march for the flight.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Flight Public Affairs Liaison is responsible for:

- Assisting with public affairs program.
- Preparing, publishing, and distributing a group yearbook.
- Submitting news articles to CMSG/PA, school and local newspapers concerning cadet activities monthly.
- Providing all group photographic service.
- Assisting briefers in graphic support.
- Attending flight and group PA staff meetings.
- Performing other duties as assigned by the CFLT/CC and CMSG/PA.
- Reporting to the CFLT/CC.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Flight Safety Liaison is responsible for:

- Conducting weekly safety inspections of all cadet facilities and conducting weekly safety briefs.
- Reporting all safety violations or findings to the CMSG/SE or the SASI and providing recommendations for correcting safety-related problems.
- Attending flight and group safety meetings.
- Performing other duties as assigned by the CFLT/CC and CMSG/SE.
- Reporting to the CFLT/CC.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Flight Supply Liaison is responsible for:

- Ensuring all cadet Logistic Readiness Squadron (LRS) activities are conducted in accordance with the current regulations, directives, policies, and procedures as directed by the CLRS/CC.
- Learning responsibilities and procedures of each functional area of the LRS
- Attending supply and flight staff meetings.
- Publishing and briefing schedule of supply room hours.
- Acting as liaison between flight and supply clerk for supplies.
- Performing other duties as assigned by the CFLT/CC and CLRS/CC.
- Reporting to the CFLT/CC.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Flight Communications Liaison is responsible for:

- Posting, and distributing all special orders on bulletin boards.

- Developing and publishing a periodic cadet newsletter with CSC/CC
- Attending flight and communication staff meetings.
- Proofing, reproducing, and distributing cadet correspondence and publications.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Maintaining all bulletin boards/show cases and work with CSC/CC for monthly themes.
- Performing other duties as assigned by the CFLT/CC and CSC/CC.
- Reporting to the CFLT/CC.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Flight Personnel Liaison is responsible for:

- Maintaining flight member's personnel records following guidelines established by CFSS/CC.
- Posting cadet directories.
- Posting special orders, award orders, and promotion orders.
- Filing all documentation in cadet records or other internal information media.
- Performing other duties as assigned by the CFLT/CC.
- Attending flight and personnel staff meetings.
- Performing other duties as assigned by the CFLT/CC and CFSM/CC.
- Reporting to the CFLT/CC.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Element Leader is responsible for:

- Assuming duties of flight sergeant in their absence.
- Supervising element members.
- Reporting roll.
- Maintaining cleanliness of area occupied by element in class.
- Training element members.
- Attending flight staff meetings.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Community Affairs Flight Liaison is responsible for:

- Coordinating with CFSC/CC to establish Community Service Events for Cadets to participate in
- Assisting with CFSC/CC to identify and speak with community service agencies.
- Performing other duties as assigned by CFLT/CC and CFSC/CC.
- Serving as an active spokesperson throughout the community to obtain program support
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Comptroller Flight Liaison is responsible for:

- Assisting with CMSG/FM to ensure adequate controls are established for proper accounting of all cadet corps funds.
- Assisting with CMSG/FM to maintain accurate, descriptive, and up-to-date records of all financial transactions.
- Assisting with CMSG/FM to ensure all checks are issued in accordance with policies established by the CMSG/CC
- Assisting with CMSG/FM to maintain ledgers and account transaction logs in accordance with generally accepted accounting standards.

- Performing other duties as assigned by the CFLT/CC and CMSG/FM.
- Attending Comptroller staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Assisting with CMSG/FM to prepare weekly reports

Cadet Force Support Squadron Commander (CFSS/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Ensuring proper maintenance of administrative and personnel files.
- Learning the responsibilities and procedures of each functional area of the Cadet Force Support Squadron.
- Ensuring personnel policies and training goals are accomplished.
- Performing other duties as assigned by the CMSG/CC.
- Attending group staff meetings.
- Holding weekly meetings and documenting meeting minutes.
- Completing evaluations on cadet deputy and flight commanders.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Force Support Squadron Deputy Commander (CFSS/CD) is responsible for:

- Acting as commander in the absence of the CFSS/CC.
- Enforcing appearance, discipline, training, and conduct standards.
- Ensuring proper maintenance of administrative and personnel files.
- Learning the responsibilities and procedures of each functional area of the Force Support Squadron.
- Ensuring personnel policies and training goals are accomplished.
- Performing other duties as assigned by the CMSG/CC and CFSS/CC.
- Attending cadet group staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Force Support Squadron Personnel Flight Commander (CFSM/CC) is responsible for:

- Maintaining cadet personnel records following guidelines established by CFSS/CC.
- Maintaining the cadet group organizational chart and unit manning document (UMD).
- Publishing special orders, award orders, and promotion orders.
- Filing all documentation in cadet records or other internal information media.
- Maintaining the CMSG cadet promotion system.
- Maintaining the cadet awards program.
- Performing other duties as assigned by the CFSS/CC.
- Attending cadet squadron staff meetings.
- Holding weekly meetings and documenting meeting minutes.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Force Support Squadron Personnel Flight Superintendent (CFSM/SUP) is responsible for:

- Maintaining cadet personnel records following guidelines established by CFSS/CC.
- Carrying out duties of C/Personnel Flight Commander.
- Maintaining the cadet group organizational chart and unit manning document (UMD).
- Publishing special orders, award orders, and promotion orders.
- Filing all documentation in cadet records or other internal information media.

- Maintaining the CMSG cadet promotion system.
- Maintaining the cadet awards program.
- Performing other duties as assigned by the CFSS/CC.
- Attending cadet squadron staff meetings.
- Holding weekly meetings and documenting meeting minutes.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Personnel Flight NCOIC Awards and Decorations is responsible for:

- Publishing award orders
- Maintaining the cadet awards program.
- Performing other duties as assigned by the CFSS/CC.
- Attending cadet flight staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Personnel Flight NCOIC Certificate Production is responsible for:

- Create all certificates and prepare for presentation
- Performing other duties as assigned by the CFSS/CC.
- Attending cadet flight staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Personnel Flight NCOIC Administration is responsible for:

- Performing other duties as assigned by the CFSS/CC.
- Attending cadet flight staff meetings.
- Maintaining cadet personnel records following guidelines established by CFSS/CC.
- Maintaining the cadet group organizational chart and unit manning document (UMD).
- Publishing special orders.
- Filing all documentation in cadet records or other internal information media.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Personnel Flight NCOIC Promotions is responsible for:

- Publishing promotion orders.
- Maintaining the CMSG cadet promotion system.
- Performing other duties as assigned by the CFSS/CC.
- Attending cadet flight staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image
- Enforcing appearance, discipline, training, and conduct standards.

Cadet Force Support Squadron Sustainment Flight Commander (CFSV/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Planning and executing activities and events that promote improvements to fitness and wellness.
- Operating a voluntary individualized physical fitness program which includes objectives and awards.

- Publicizing cadet physical fitness accomplishments.
- Posting current health awareness information.
- Preparing physical fitness operations orders.
- Ensuring cadet orders and operations plans are prepared.
- Establishing physical fitness training objectives.
- Coordinating fitness test dates.
- Publishing fitness awards.
- Managing the Cadet Health and Wellness Program.
- Oversees “Walk-It-Out” and one-mile run programs.
- Coordinates with flight fitness liaisons.
- Conducting weekly meetings and documenting meeting minutes.
- Attending cadet squadron staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Sustainment Flight NCOIC Fitness Testing is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Coordinating fitness test dates.
- Prepare fitness testing locations
- Attending cadet flight staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Sustainment Flight NCOIC of Fitness is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Planning and executing activities and events that promote improvements to fitness and wellness.
- Assisting the CFSV/CC with operating a voluntary individualized physical fitness program which includes objectives and awards.
- Publicizing cadet physical fitness accomplishments.
- Posting current health awareness information.
- Preparing physical fitness operations orders.
- Ensuring cadet orders and operations plans are prepared.
- Establishing physical fitness training objectives.
- Publishing fitness awards.
- Assisting the CFSV/CC with managing the Cadet Health and Wellness Program.
- Managing “Walk-It-Out” and one-mile run programs.
- Coordinates with flight fitness liaisons.
- Attending cadet flight staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Force Support Squadron Community Affairs Flight Commander (CFSC/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Coordinating community service events for cadets to participate in
- Identifying and speak with community service agencies.
- Overseeing Community Affairs Flight Liaisons.
- Holding weekly meetings and documenting meeting minutes
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Attending cadet squadron staff meetings

Cadet Community Affairs Flight NCOIC Community Service tracking is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Maintaining community service and event tracker logs
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Attending cadet flight staff meetings

Cadet Flag Team Commander (CFSFT/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Executing reveilles and retreats every day
- Organizing and publishing a reveille and retreat schedule
- Organizing color guard details for sports games and special events
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Attending cadet squadron staff meetings
- Holding weekly meetings and documenting meeting minutes

Cadet Flag Team NCOIC Flag Details is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Executing reveilles and retreats every day
- Organizing and publishing a reveille and retreat schedule
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Attending cadet flight staff meetings

Cadet Flag Team NCOIC Colors Details is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Organizing color guard details for sports games and special events
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Attending cadet flight staff meetings

Cadet Logistics Readiness Squadron Commander (CLRS/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Ensuring all cadet logistic squadron activities are conducted in accordance with the current regulations, directives, policies, and procedures.
- Maintaining an inventory of on-hand supplies for the group.
- Learning responsibilities and procedures of each LRS functional area.
- Maintaining positive control and accountability for all AFJROTC equipment, supplies, and facilities.
- Maintaining the appearance of all AFJROTC areas.
- Attending cadet group staff meetings.
- Performing other duties as assigned by the CMSG/CC.
- Publishing the supply room operation hours.
- Completing evaluations on cadet deputy and flight commanders.
- Hold weekly meetings and documenting meeting minutes
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Logistics Readiness Squadron Deputy Commander (CLRS/CD) is responsible for:

- Acting as commander in the absence of the CLRS/CC
- Enforcing appearance, discipline, training, and conduct standards
- Maintaining an inventory of on-hand supplies for the group.
- Ensuring all cadet logistic squadron activities are conducted in accordance with the current regulations, directives, policies, and procedures.
- Learning responsibilities and procedures of each LRS functional area..
- Maintaining positive control and accountability for all AFJROTC equipment, supplies, and facilities
- Maintaining the appearance of all AFJROTC areas.
- Performing other duties as assigned by the CMSG/CC and CLRS/CC.
- Attending cadet squadron staff meetings.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Attending cadet squadron staff meetings

Cadet Logistics Readiness Squadron Material Management Flight Commander (CLRSM/CC) is responsible for:

- Maintaining positive control and accountability for unit clothing, equipment, and supply inventory.
- Developing policy and procedures for uniform, equipment, and supply issue.
- Distributing supplies to functional areas in the group.
- Performing other duties as assigned by the CLRS/CC.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.
- Holding weekly meetings and documenting meeting minutes
- Attending cadet squadron staff meetings

Cadet Logistics Readiness Squadron Traffic Management Officer (CLGRT/CC) is responsible for:

- Coordinating, in writing, the requirements of the group with the Cadet Logistics Readiness Squadron Material Management Flight Commander.
- Managing transportation of all supplies.
- Performing other duties assigned by the CLRS/CC/CD.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.
- Attending cadet squadron staff meetings

Cadet Logistics Readiness Squadron Senior Supply Clerk is responsible for:

- Maintaining an inventory of on-hand supplies for the group
- Coordinating, in writing, the requirements of the group, within the AFJROTC unit supply representative
- Distributing supplies to functional areas in the group.
- Performing other duties as assigned by the CLRSM/CC and CLRS/CC
- Serving as an active spokesperson throughout the community to obtain program support
- Promoting esprit-de-corps and modeling proper cadet image.
- Managing Cadet Logistics Readiness Squadron Supply NCOs
- Enforcing appearance, discipline, training, and conduct standards.
- Attending cadet flight staff meetings

Cadet Logistics Readiness Squadron Supply NCO is responsible for:

- Maintaining an inventory of on-hand supplies for the group.
- Coordinating, in writing, the requirements of the group with the AFJROTC unit supply representative.
- Distributing supplies to functional areas in the group.
- Maintaining cleanliness and organization of respective areas.
- Performing other duties as assigned by the CLRSM/CC and CLRS/CC
- Serving as an active spokesperson throughout the community to obtain program support
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.
- Attending cadet flight staff meetings

Cadet Logistics Readiness Squadron Armory NCOIC is responsible for:

- Managing Cadet Logistics Readiness Squadron Armory NCOs
- Maintaining control and accountability for armory equipment and supplies.
- Distributing armory equipment and supplies in support of cadet corps ceremonies and events.
- Maintaining cleanliness and organization of respective areas.
- Performing other duties as assigned by the CLRSM/CC and C/Armory OIC.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.
- Attending cadet flight staff meetings

Cadet Logistics Readiness Squadron Armory NCO is responsible for:

- Maintaining control and accountability for armory equipment and supplies.
- Distributing armory equipment and supplies in support of cadet corps ceremonies and events.
- Maintaining cleanliness and organization of respective areas.
- Performing other duties as assigned by the CLRS/CC and CLRSM/CC
- Serving as an active spokesperson throughout the community to obtain program support
- Promoting esprit-de-corps and modeling proper cadet image.
- Enforcing appearance, discipline, training, and conduct standards.
- Attending cadet flight staff meetings

Cadet Communications Squadron Commander (CSC/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Authenticating, posting, and distributing all special orders on bulletin boards.
- Attending cadet group staff meetings.
- Proofing, reproducing, and distributing cadet correspondence and publications.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Holding weekly meetings and documenting meeting minutes.
- Completing evaluations on the deputy and flight commanders.
- Maintaining all bulletin boards/show cases and work with CMSG/CC for monthly themes.
- Overseeing Cyber Patriot Teams.
- Making training videos on drill, color guard, uniforms, etc.
- Promoting esprit-de-corps and modeling proper cadet image.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.

Cadet Communications Squadron Deputy Commander (CSC/CD) is responsible for:

- Acting as commander in the absence of the CSC/CC.
- Enforcing appearance, discipline, training, and conduct standards.
- Authenticating, posting, and distributing all special orders.

- Attending cadet group staff meetings.
- Proofing, reproducing, and distributing cadet correspondence and publications.
- Making training videos on drill, color guard, uniforms, etc.
- Attending squadron staff meetings.
- Promoting esprit-de-corps and modeling proper cadet image.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.

Cadet Communications Squadron Knowledge Operations Flight Commander (SKOK/CC) and Cadet Communications Squadron Knowledge Operations Flight NCOIC (SKOK/NCO) are responsible for:

- Maintaining group history, scrapbooks, & bulletin boards.
- Maintaining the cadet Red Tail Drive
- Updating unit webpage and calendars with AFJROTC events daily and weekly.
- Developing and maintaining an internal distribution system.
- Developing, reproducing, and distributing cadet forms.
- Publicizing cadet scholarship and academy opportunities.
- Publicizing cadet extracurricular and co-curricular activities in corps, school, and community.
- Attending cadet squadron staff meetings.
- Holding weekly meetings and documenting meeting minutes.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Communications Squadron Cyber Patriot Flight Commander (C/CPT/CC) and Cadet Cyber Patriot Flight NCOIC (C/CPT/NCO) are responsible for:

- Commanding and directing the Cyber Patriot Team.
- Attending cadet squadron staff meetings
- Holding weekly meetings and documenting meeting minutes.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image

Cadet Communications Squadron Video Productions Flight Commander (CVT/CC) and Cadet Video Productions Flight NCOIC (CVT/CC) are responsible for:

- Making training videos on drill, color guard, uniform, etc.
- Attending cadet squadron staff meetings
- Holding weekly meetings and documenting meeting minutes.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image

Cadet Communications Squadron Academic Team Flight Commander and NCOIC (C/CAT/C and C/CAT/NCO) are responsible for:

- Planning, organizing, directing, and leading the Academic Team.
- Attending cadet squadron staff meetings
- Holding weekly meetings and documenting meeting minutes.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image

Cadet Communication Squadron Stellar Xplorer Flight Commander and NCOIC (C/CSX/CC and C/CSX/NCO) are responsible for:

- Planning, organizing, directing, and leading the Stellar Xplorer Team..

- Attending cadet squadron staff meetings
- Holding weekly meetings and documenting meeting minutes.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image

Cadet Awareness Presentation Team Commander (CAPT/CC) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Monitoring AFJROTC cadet recruiting activities including direction of the Awareness Presentation Team (APT).
- Developing guidelines to educate and inform elementary and middle school students on the dangers of drug use and activities that lead to avoidance of the drug culture. Reporting directly to the CMSG/CC
- Attending cadet group staff meetings completing evaluations on deputy, flight commanders and superintendent.
- Developing and maintaining recruitment quotas
- Holding weekly meetings and documenting meeting minutes
- Organizing APT visits to satellite schools.
- Serving as an active spokesperson throughout the community to obtain program support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Awareness Presentation Team Deputy Commander (CAPT/CD) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Screening APT members with coordination of the CAPT/CC and ASI team.
- Scheduling and assigning APT members to conduct visits to Ola Middle and Elementary Schools to enhance recruiting efforts for AFJROTC Unit GA-20102.
- Maintaining all APT service records and reports to insure APT credit is given to personnel for promotion and award purposes.
- Developing and maintaining recruiting efforts.
- Reporting directly to the CAPT/CC.
- Attending group staff meetings and documenting meeting minutes.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Awareness Presentation Team Superintendent (CAPT/SPT) is responsible for:

- Enforcing appearance, discipline, training, and conduct standards.
- Accompanying and supervising recruiters on APT sponsored events.
- Developing, researching and planning APT involvement in community events.
- Developing and maintaining community event calendar in collaboration with CMSG/XP
- Monitoring recruiter activities and recommend changes to CAPT/CC and recruiters.
- Reporting directly to the CAPT/CC.
- Attending cadet squadron staff meetings.
- Completing evaluations of APT team members.
- Managing CAPT/Ms.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Awareness Presentation Team Member (CAPT/M) is responsible for:

- Being thoroughly versed in AFJROTC programs.
- Preparing, practicing and professionally delivering presentations to satellite schools
- Actively supporting Ola H.S.'s AFJROTC recruiting efforts.
- Reporting directly to the CAPT/SPT.

- Attending cadet squadron staff meetings.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.

Cadet Kitty Hawk Air Society Flight Commander (KHAS/CC) is responsible for:

- Coordinating student tutoring schedules.
- Supporting school activities and events.
- Supporting local community service projects.
- Publishing an event and tutoring calendar.
- Completing evaluations on superintendent and staff.
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Holding weekly meetings and documenting meeting minutes
- Attending cadet squadron staff meetings

Cadet Kitty Hawk Air Society Flight Superintendent (KHAS/SPT) is responsible for:

- Coordinating student tutoring schedules.
- Supporting school activities and events.
- Supporting local community service projects.
- Publishing an event and tutoring calendar
- Performing other duties directed by the CKHAS/CCS
- Serving as an active spokesperson for corps activities throughout the community to obtain support.
- Promoting esprit-de-corps and modeling proper cadet image.
- Attending cadet flight staff meetings

1.11. CADET APPOINTMENTS AND ROTATION. The Senior Aerospace Science Instructor, with the assistance of the Aerospace Science Instructors (ASI's), establishes the cadet staff appointment and rotation system for GA-20102 according to AFJROTC Instruction 36-2001.

Regular Progression for Permanent Rank (Based on year in AFJROTC program)

Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
AS-I	C/AB	C/AB	C/AB	C/AB
AS-II	C/AMN	C/AMN	C/AMN	C/AMN
AS-III	C/A1C	C/A1C	C/A1C	C/A1C
AS-IV	C/SrA	C/SrA	C/SrA	C/SrA

Regular Progression for Temporary Enlisted Rank (Accelerated Progression)

Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
AS-I	C/AB	C/AMN	C/A1C	C/SRA
AS-II	C/SSgt	C/SSgt	C/TSgt	C/TSgt
AS-III	C/MSgt*	C/MSgt*	C/SMSGt*	C/SMSGt*
AS-IV	C/CMSGt*	C/CMSGt*	C/CMSGt*	C/CMSGt*

Regular Progression for Permanent and Temporary Officer Rank (Accelerated Progression)

Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
AS-II	C/SSgt/2Lt	C/SSgt/2Lt*	C/2Lt/1Lt	C/2Lt/1Lt
AS-III	C/1Lt/Capt	C/1Lt/Capt	C/Capt/Maj*	C/Capt/Maj*
AS-IV	C/Maj/Lt Col*	C/Maj/Col*	C/Lt Col/Col*	C/Lt Col/Col*

Progression Overview

Position (AS Year)	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
CMSG/CC (AS-III/IV)	C/Lt Col*	C/Col	C/Col*	C/Col*
CMSG/CD (AS-III/IV)	C/Maj*	C/Maj*	C/Lt Col*	C/Lt Col*
CMSG/CCC (AS-III/IV)	C/SMSGt*	C/SMSGt*	C/CMSGt*	C/CMSGt*
C/MSG Staff Position (AS-II/III/IV)	C/2Lt*	C/1Lt*	C/1Lt*	C/1Lt*
C/Squadron CC (AS-III/IV)	C/Capt/Maj*	C/Capt/Maj*	C/Maj/Lt Col*	C/Maj/Lt Col*
C/MSG Exec, Honor Guard CC, and XP(AS II/III/IV)	C/Capt	C/Capt	C/Maj	C/Maj
C/Squadron CD (AS-III/IV)	C/1Lt*	C/1Lt*	C/Capt*	C/Capt*
C/Squadron First Sgt/Supt (AS-III/IV)	C/MSGt/SMSGt	C/MSGt/SMSGt	C/SMSGt/CMSGt	C/SMSGt/CMSGt
C/Flt CC (AS-II/III/IV)	C/2Lt*	C/1Lt*	C/1Lt*	C/1Lt*
C/Flt Sgt (AS-II/III/IV)	C/TSgt	C/TSgt	C/MSGt	C/MSGt
C/NCO Position (AS-II)	C/SrA	C//SSgt	C/SSgt	C/TSgt
C/Flt Ldr/Liaison (AS-I/II/III/IV)	C/AB-SSgt	C/Amn-SSgt	C/A1C-TSgt	C/SrA-TSgt

* To be promoted, must meet time in grade qualifications and have completed Summer Leadership School (Officers), community service hours and other promotion requirements. Note: SASI and ASIs retain final approval on ALL promotions regardless of eligibility.) . **See C/FSS Personnel Flight Commander for promotion requirements.

Chapter 2

CADET DECORUM, PROCEDURES, ACADEMICS, AND GRADING

SECTION A – CADET DECORUM

2.1. Cadet Expectations. Cadets are expected at all times to conduct themselves in a manner that reinforces the highest standards of the United States Air Force's JROTC Program. As such, cadets will:

2.1.1. Follow the chain of command (i.e. cadet-element leader - Flt/Sgt - Flt/CC - Sqd/ CC - Group/CC - ASI - SASI). **DO NOT GO DIRECTLY TO THE CADET GROUP/CC or your AFJROTC Cadre UNLESS IT IS AN EMERGENCY AND CANNOT WAIT**

2.1.2. Always use the titles "Sir/Ma'am" when addressing AFJROTC staff and higher ranking cadets. To do otherwise is disrespectful and will be deemed unacceptable behavior..

2.1.3. Be on time to class, scheduled events, practices, etc. To do otherwise is disrespectful and will be deemed unacceptable behavior.

2.1.4. Closed door policy. The door will be closed after the late bell has rung and cadets **will** not be admitted without a valid tardy slip.

2.1.5. Always bring required items to class (notebook, pen/pencil, textbook, etc.). Infractions will result in point being deducted from honor flight calculations.

2.1.6. Wear the correct uniform on the appropriate day. Cadets will be referred to an administrator on their third non-uniform wear and will receive ISS.

2.1.7. Place books, athletic/book bags, purses, or other personal belongings on the right side or under your desk.

2.1.8. Do not sleep in class to include putting head down on your desk.

2.1.9. Do not be loud, disruptive, or participate in any form of "horseplay".

2.1.10. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student **will not be tolerated.**

2.1.11. Do not talk without permission. Cadets will raise their right hand with fist balled, elbows at a 90 degree angle and wait to be acknowledged.

2.1.12. Ask permission to enter the instructor office area and to address the instructors.

2.1.13. Do not eat, drink, or **CHEW GUM** in the classroom.

2.1.14. Only cadets will be allowed in the area, all non-cadets must be accompanied by a cadet that takes responsibility for the non-cadets actions or has permission from an instructor.

- 2.1.15. Remain professional at all times; do not sit on desks, tables, trash cans, etc.
- 2.1.16. Always use the trash can to dispose of trash. If you see trash on the floor, pick it up.
- 2.1.17. Maintain self-control and self-respect at all times.
- 2.1.18. Remain in seat unless given permission to move about the room.
- 2.1.19. Follow the cell phone policy in accordance with Ola HS instructions. **Cell phones must remain turned off and out of sight during the instructional day or they will be confiscated.**
- 2.1.20. Square their corners while in the AFJROTC area.

SECTION B – CLASSROOM PROCEDURES

2.2. The following are daily classroom procedures:

2.2.1. Cadets must be in the position of “parade rest” at their desk with class materials on their desk at the start of class facing the front of the classroom. All other books and bags will be placed on the right side or under the cadet’s desk.

2.2.2. Promptness is an objective of the program and cadets are expected to be at their desks prepared to begin class before the tardy bell sounds.

2.2.3. The Flight Sergeant will stand by the classroom door facing the class. The Flight Commander will position himself/herself in front of the classroom and when the bell rings, will call the flight to “**ATTENTION**” (the Flight Sergeant will close the door and move to his/her seat), have the Element Leaders report in, will put the flight at “**PARADE REST**”, call the flight to “**ATTENTION**” when the Instructor walks in, and salute the instructor and state “**Sir, _____ flight all present and or accounted for**”.

2.2.4. The Element Leaders will account for all members of his/her element. If a cadet’s name is called, they will come to the position of “**ATTENTION**” and answer “**Here Sir or Ma’am**”. After answering roll, they will return to the position of “**PARADE REST**”

2.2.5. After reporting in, the Flight Commander will have the flight “**SOUND OFF**” (unless otherwise directed), and place the cadets in their seats with the command “**SEATS**”.

2.2.6. Unexcused absences and excessive tardiness will negatively affect honor flight competition and will also negatively impact the cadet’s course grade.

2.2.7. Do not talk without permission. Cadets will raise their right hand with fist balled, elbows at a 90 degree angle and wait to be acknowledged.

2.2.8. At approximately five minutes before the class dismissal bell rings, the instructor will direct the Flight Commander/Flight Sergeant to prepare the class for dismissal. The Flight Commander/Sergeant will state “**PREPARE FOR DISMISSAL**”. Cadets will stop class work and put books and classroom materials away. Cadets will clean off their desks, pick up any trash in the immediate vicinity of their desks, and align their desks

with others in their element, and stand at **Parade Rest**, waiting for dismissal.

2.2.9. The Flight Commander/Sergeant will check that all trash is picked up and the desks are aligned. The Flight Commander/Sergeant will call the class to “**ATTENTION**”, salute and report to the SASI/ASI and state “**Flight is prepared for dismissal**”. Upon approval from the instructor, the Flight Commander/Sergeant will “**DISMISS**” the flight. Cadets may then retrieve their personal belongings and depart the classroom when the dismissal bell rings.

2.2.10. To show respect to SASI, ASIs, Superintendents, Principals, and Administrators, the first cadet who recognizes any of the above will, in a confident, authoritative voice, shout “**Room, ATTENTION**”. All cadets will come to the **Seated Position of ATTENTION** (Place your feet flat on the floor at a 45-degree angle with your heels together). Cadets will also sit up straight with head and eyes facing forward keeping your backs off the chair. Place **LEFT** hand on your thigh and the **RIGHT** hand on top of your desk with palm facing down. Extend and join your fingers, placing your thumb along your forefinger) and remain in this position until given the command “**AT EASE**” or “**CARRY ON**” by the Instructor or Flight Commander.

2.2.11. The Flight Commander and Flight Sergeant are responsible for the conduct of the flight during the class period. All cadets will abide by the instructions of the Flight Commander/Sergeant.

SECTION C—ACADEMIC PROGRAM

2.3. The Air Force Junior ROTC Academic Program is comprised of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%).

The Aerospace Science study includes topics such as the history of flight, the development of airpower, introduction to astronomy, exploration of space, policy and organization, global/cultural studies, etc.

Leadership Education covers character development, good citizenship, Air Force organization, uniform wear, military customs/courtesies, flag etiquette, drill, inspections, management of the cadet corps, and other corps training activities.

Leadership, as defined by the Air Force, is the “*art of influencing and directing people in a way that will win their obedience, confidence, respect, and loyal cooperation in achieving a common objective*”. The principles and techniques of this art can be taught academically, but are of little value to a cadet without practical application. AFJROTC training provides each cadet the opportunity to develop his or her leadership skills through practice and experience in a military type environment. In the leadership program, cadets learn about the organization and functions of an Air Force unit by participating in certain activities that closely simulate a typical Air Force unit. The individual cadets, as they progress through the ranks, will obtain direct experience in dealing with people. Cadets will learn to appreciate the need for planning, organizing, directing, controlling, and coordinating. Through actual application, cadets will learn the difference between good and bad leadership techniques. From this practical experience, they will learn how to evaluate the performance of others, and develop the ability to understand why one cadet might succeed where another might fail.

Wellness/Physical Fitness program focuses on individual baseline improvements with the goal of achieving a national standard.

2.3.3. Class Schedule

2.3.3.1. Aerospace Science Academics: Cadets will attend these classes 40% of the time. The Senior Aerospace Science Instructor (SASI) normally conducts these classes.

2.3.3.2. Leadership Education: Cadet will attend these classes 40% of the time. The Aerospace Science Instructors (ASIs) normally conduct these classes.

2.3.3.3. Wellness/Physical Fitness: Cadets will attend these classes 20% of the time. The AFJROTC instructors conduct this course jointly.

SECTION D – ACTIVITY FEE

2.4. There is a mandatory \$50.00 activity fee. The activity fee due date will be determined by the SASI and listed in the Parent/Student Letter at the start of school. The activity fee supplements AFJROTC programming to include a unit specific physical training uniform, as well as other cadet activities.

Chapter 3

CUSTOMS AND COURTESIES

SECTION A – SALUTING

3.1. Salute. The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from when warriors raised their right arms to show that no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, to when American soldiers removed their “3-corner” hats to greet others and show them respect. The salute is a way of saying “Hello” while showing respect to officer’s senior in rank. Sometimes the hand salute is rendered to honor the Colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and the corps. A sloppy, lackadaisical salute indicates lack of confidence and pride. **Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.**

3.2. Cadets, when wearing the uniform, outside, and not in a designated “no-hat” area, should salute:

3.2.1. The President

3.2.2. All commissioned and warrant officers of United States military services and friendly foreign nations.

3.2.3. AFJROTC instructors.

3.2.4. Cadet officers senior in grade when in uniform.

3.3. Cadets will not render hand salutes indoors EXCEPT when formally reporting to an AFJROTC instructor. Do not salute while running.

3.3.1. Hand salute is done in the following two counts: (Ref. Figure 3.1)

3.3.1.2. COUNT 1. Raise the right hand smartly and directly to the forehead while at the same time, extending and joining the fingers. Keep palm flat, forming a straight line between the fingertips and the elbow. As the hand gets close to the face, tilt the palm slightly toward the face keeping the upper arm slightly forward of the body, and parallel to the ground. Finally touch the tip of the middle finger of the right hand to the outside corner of the right eyebrow or to the front, right corner of glasses. Wait for the officer to return the salute.

3.3.1.3. COUNT 2. After the officer has dropped his salute, bring the arm smoothly and smartly downward retracing the path used to raise the right hand and arm after the salute is returned by the person you are saluting.

Figure 3.1

When in uniform and both arms are full only a verbal greeting (“Good morning or afternoon, Sir/Ma’am”) is required. The officer will acknowledge the greeting in the same manner.

No Saluting Situations: The SASI/ASI will designate areas or situations that saluting will not be required.



SECTION B – UNITED STATES AND NATIONAL FLAGS

3.4. United States and National Flags.

3.4.1. Display. Normally unless illuminated, the US flag will only be flown from sunrise to sunset. When the flag is displayed horizontally or vertically against a wall, the union will be uppermost and to the observer's left, flag's right. Generally the flag will be displayed flat or hanging free. The flag will be placed in the position of honor, to the right of a speaker, when displayed on a platform, in a hall, on a stage, or on the same level of the audience. When the flag is displayed at half-mast, it is first hoisted to the top of the staff and then lowered to the half-staff position. When lowering it, it is first raised to the top of the staff and then lowered. At no time will the flag be allowed to touch the ground and after being completely detached from the halyards, the flag is folded properly into the shape of a triangle. When a number of flags are displayed from staffs in a row, the United States flag will be on the right of the line, the left of an observer facing the display. If no foreign flags are involved, the United States flag may be placed at the center of the line provided it is displayed at a higher level. When used on a rostrum, it will be displayed above and behind the speaker's rostrum. When bunting is used, since the flag will never be draped over the rostrum, the colors will be arranged blue on top, white in the middle, and red below. No lettering or object of any kind will be placed on the flag, no flag or pennant flown above the flag, and the flag will not be dipped. In a procession with another flag or flags, the United States will be either on the marching right, the flag's own right, or if there is a line of other flags, in front of the center of the line. It will never be carried flat or horizontally but always aloft and free. The correct way to carry a staffed flag is to hold the staff with one or both hands in front of the center of the body with the base of the staff resting against the body and the staff sloping upward and forward at an angle of about 30 degrees from the body.

3.4.2 Customs and Courtesies. The flag and national anthem are symbols of the people, their land, and institutions. Thus, when we salute these symbols, we are saluting the nation. Flags and national anthems of other friendly nations are shown the same respect as our own. Flag ceremonies occur during parades, reveilles, retreats, and prior to special events. Reveille starts the official day while retreat signals the end of the official duty day. Most flag ceremonies will be conducted with the playing of the United States national anthem or "To the Colors". All cadets will render the following courtesies:

3.4.2.1. When in uniform outdoors, and the National Anthem or "To the Colors" is played, stand at attention, face the flag (or direction of music), render the military salute, and hold it from the first note of the music until the last note. When in civilian clothes, stand at attention, face the flag (or music), and place the right hand over the heart. A male removes his hat, holds it in his right hand, and places his right hand over the heart. A female places her right hand over her heart but does not remove her hat.

3.4.2.2. When attending any outdoor event and a US flag is carried past a cadet, the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them.

3.4.2.3. When ceremonies occur indoors and the National Anthem or "To the Colors" is played, face the flag and take the position of attention. If the flag is not visible, take position of attention and face the music. Do not salute unless under arms.

3.4.2.4. On military bases, at the first note of the National Anthem, all vehicles will come to a stop and the occupants will sit quietly until the last note of the music.

3.4.2.5. Pledge of Allegiance. In military formations and ceremonies, the Pledge of Allegiance shall not be recited.

At protocol functions, social, and sporting events which include civilian participants, cadets should when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute. When in uniform indoors, stand at attention, remain silent, and face the flag. Hand salute is not rendered and reciting the pledge is optional.

SECTION C – PROPER ETIQUETTE

3.5. Cadet Etiquette. Proper etiquette is “*the customary rules of conduct or behavior in polite society*”. Our civilized society operates smoother and is more pleasant to live in, go to school in, and work in when all members practice proper etiquette and good manners. The axiom, “Treat Others as You Want to Be Treated”, is a good one to live by and is the desired behavior of all cadets. Cadets should:

3.5.1. Say “Please” and “Thank You”.

3.5.2. Use “Yes Sir/Ma’am” at all times.

3.5.3. Not keep people waiting.

3.5.4. Not gossip.

3.5.5. Use proper telephone etiquette.

3.5.6. Use “Mr., Ms, or Mrs.” and last name when addressing civilians and “Military Rank” and last name when addressing military personnel, and cadets senior in rank.

3.6. Position of Honor. This military courtesy began centuries ago when men fought with swords. Since men were primarily right handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders. **Thus, a cadet should walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.**

SECTION D - Reporting In and Out Procedures to SASI and ASIs Office

When reporting; position yourself to the right or left side of the door with your shoulder against the wall on the hinged side of the door. Do not block the entry to the office.

KNOCK ONCE (if no answer allow a reasonable amount of time (approximately 30 seconds) and knock again. After the second knock and a reasonable amount of time have passed, attempt to verbally gain their attention by saying “*Excuse me Sir/Ma’am*”. If the individual is on the phone be respectful; wait patiently or come back later (unless you were summoned.)

When instructed, **ENTER** the office, and **center yourself two paces away from the instructor’s desk.**

Stand at the position of **ATTENTION**; render a **HAND SALUTE** and **REPORT** using the appropriate reporting statement as indicated below.

Note: If you are summoned to the office by an Officer or Instructor use the following statement when reporting:

“Sir/Ma’am Cadet _(your last name)___ reports as ordered.”

Note: If you are initiating the conversation or contact use the same procedures as indicated above except you will use the following reporting statement:

“Sir/Ma’am Cadet _____ reports.”

Note: In a group, the **HIGHEST RANKING PERSON** will report for all cadets in the group or detail using one of the reporting statements above as appropriate substituting the term “Detail” for "Cadet _____".

DEPARTING THE OFFICE

Resume the position of **ATTENTION**, render a **HAND SALUTE** (give a verbal acknowledgement i.e. Thank you.); once the Officer or Instructor acknowledges and returns the salute, you will execute a **FACING MOVEMENT** and depart the area.

If you have questions regarding the Reporting procedures, see your flight commander.

Chapter 4

PERSONNEL PROGRAMS AND POLICIES

SECTION A—CADET GRADES

4.1. Cadet Grade (Rank). All references to cadet grade will have the word “Cadet” as part of the cadet grade, i.e. Cadet Major Josh Smith. Cadet Grade is represented by the AFJROTC insignia in the Air Force Junior ROTC Uniform and Awards Guide. These insignia are worn on the cadet uniform. By understanding insignia, we can display the appropriate customs and courtesies when in uniform. The two cadet grades used in AFJROTC are:

4.1.1. Permanent Grade. This grade is commensurate with the number of years in AFJROTC, provided satisfactory progress has been made each year. Retention of the permanent grade is contingent upon satisfactory performance and behavior. Permanent grade for the first year is CADET AIRMAN BASIC, second year CADET AIRMAN, third year CADET AIRMAN FIRST CLASS, and fourth year CADET SENIOR AIRMAN. Permanent officer status will be awarded to cadets who complete Cadet Leadership Course or equivalent, and meet the rank requirements for the current position and/or the position he or she is being promoted to. AFJROTC Instructors may make exceptions in those situations they feel justify a deviation from this published procedure.

4.1.2. Temporary Grade. Cadets will be awarded a temporary grade based on the cadet position they’ve been assigned and their performance. Since the grade is temporary, it may not necessarily be carried over from semester to semester as performance determines retention. Officer grades are hard to achieve and will normally be awarded to fourth and some second and third-year cadets. Thus, a cadet officer’s entire academic record and conduct will be closely scrutinized by the SASI to determine if officer grades will be awarded and retained. Cadets holding jobs listed on the Unit Manning Document (UMD) will wear the insignia of the temporary grade. Normally, cadets will not hold a temporary grade higher than the maximum grade authorized per the Unit Manning Document (UMD).

SECTION B—HAZING

4.2. Hazing. Hazing of cadets will not be tolerated and is **STRICTLY PROHIBITED**. Hazing is defined as “*the practice of directing someone of lesser 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*”. Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will neither be condoned, nor tolerated. Under no circumstances will any cadet direct any other cadet to perform any activity that would place the health or well-being of anyone at any kind of risk. No activities will be permitted that are considered to be demeaning or degrading. AFJROTC instructors will deal directly with any cadet who uses their leadership position, seniority, or rank/grade to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous. This prohibition includes directing a cadet to do extreme physical activities for punishment or to direct comments towards a cadet that can be interpreted as threatening, demeaning, or containing prejudicial comments or overtones. The SASI/ASI will brief all cadets on this policy in August and January.

SECTION C—CADET PERSONNEL BOARD

4.3. Cadet Personnel Board. The SASI or ASI will convene a Cadet Evaluation Board, chaired by the cadet corps commander, to recommend:

4.3.1. Cadets for promotion

4.3.2. Cadet evaluation of policies and procedures

4.3.3. Cadets for semester and annual awards

4.3.4. Cadets for senior staff positions

4.3.5. Cadet corps operations, policies, procedures, and cadet handbook revisions

4.3.6. The SASI will convene a Cadet Personnel Board with an official memorandum addressed to the cadet corps commander. As a minimum the board will consist of the Cadet Corps Commander (Chairperson), Deputy Cadet Corps Commander, Cadet Group Superintendent, Cadet Squadron Commanders, Cadet Executive Officer, and Cadet Personnel Officer (Recorder). The SASI and/or ASIs will advise the board and will attend all meetings. General proceeding minutes will be published, approved by the SASI, and posted on the official cadet bulletin board.

4.3.7. Disciplinary and Policy Review. For this purpose, the Cadet Personnel Board will include squadron first sergeants. The Cadet Personnel Board will develop a system that provides each cadet an opportunity to identify complaints, concerns, or recommendations of either a personal or of corps interest to the board for appropriate action. The board will recommend new policies, procedures, or changes to existing ones contained in this handbook or policy statements to the SASI/ASI. The SASI will direct when the board will convene to investigate cadet misconduct and recommend to the SASI/ASI appropriate courses of action. Only the cadet officers assigned to the board will convene to investigate allegations against cadet officers. The SASI will also direct when the board will convene to enforce corps policies, such as academic standards.

SECTION D—CADET PROMOTIONS AND CADET JOB ASSIGNMENTS

4.4. Objectives. The cadet promotion and job assignment system places cadets in leadership jobs where they can demonstrate and refine their leadership skills. Promotions and assignments are not based solely on past performance, but on the cadet's potential and willingness to assume jobs of increased responsibility. Promotions are tied to assigned leadership positions where a cadet can make and learn from their mistakes.

4.5. Responsibilities. The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from AFJROTC GA-20102 UMD positions. The incoming and outgoing cadet corps commanders will submit staff position recommendations to the SASI and ASIs, who will approve all key staff and commander assignments.

4.6. Promotion and Job Assignment Selection Criteria: Promotions at Ola High School AFJROTC are based on academic performance, demonstrated leadership ability, and overall contributions to the unit:

4.6.1. Academic and Leadership Performance. How well does the cadet perform in all their academic studies and their AFJROTC leadership position? Does the cadet complete assignments by suspense, seek out responsibility, and work well with other cadets?

4.6.2. Leadership and Management. How well does the cadet perform assigned cadet duties? Is the cadet considerate of the needs of others? Does the cadet maximize use of available resources? Can he/she motivate cadets or does he/she do all the work him/herself? Does the cadet serve as a good role model? Does the cadet manage time well? Has the cadet shown leadership potential? Does the cadet need an opportunity to exhibit leadership potential?

4.6.3. Co-curricular Activities. To what degree do cadets participate in cadet activities within the constraints of work and other obligations? Do they volunteer for community, school, and Corps service activities? If they are active in other school activities, do they assume and seek out leadership positions?

4.6.4. Responsibility and Conduct. How well does the cadet accept school and AFJROTC duties and responsibilities? Is the cadet punctual? Does the cadet set the example by adhering to class rules? Can the cadet follow instructions? Does the cadet take responsibility for their actions and other cadets assigned to them? Does the cadet serve as a positive role model for other cadets in conduct, uniform wear, and personal appearance? Does the cadet assume training responsibilities for other cadets? Is the cadet an active spokesperson for AFJROTC? Do they display a positive attitude?

4.6.5. No cadet will hold a grade higher than that authorized for his/her current position. Exceptions may be made for AS-III and AS-IV cadets to permit them to hold the highest grade regardless of position. Such promotions are the exception and not a normal occurrence.

4.7. Job Assignment Policies:

4.7.1. Cadets who are seniors and fourth year cadets receive priority for assignment to senior cadet staff, commander, and officer positions. If there is a lack of qualified seniors, then high school junior cadets will be considered.

4.7.1.1. All cadets holding a leadership position will take the “Oath of Office and Leadership” and sign an Oath Policy and Expectation Letter.

4.7.2. Cadets’ initial position assignments will normally be at the lowest grade authorized in accordance with the UMD. This is an incentive for the cadet to continue to perform to be eligible for promotion to the highest grade authorized for the position.

4.7.3. The SASI, with a recommendation from the ASIs, will select the Cadet Corps Commander.

4.7.4. In order for each cadet to experience an active leadership role, a rotation system will be used. Rotations may be made laterally by moving to another leadership position within the same grade. Cadets may be rotated to lower positions to permit other cadets to have the opportunity to serve at a higher grade. In these cases, the action is NOT a demotion, but an opportunity to optimize leadership opportunities. Every cadet must understand and cooperate with the rotation system.

4.7.5. The Cadet Corps Commander will serve in this position for one year starting early in May. These assignments end in April respectively, with a change of command ceremony. May will serve as a time to promote other cadets and to plan cadet corps activities.

4.7.6. The Personnel Flight Commander will publish and distribute promotion orders and job assignment orders as required. Position assignment and grade change amendments to correct errors and to assign and change jobs will be published as required.

4.7.7. Normal temporary progression for cadet promotion is as follows:

AS-I: Cadet Airman Basic through Cadet Senior Airman

AS-II: Cadet Staff Sergeant through Cadet Second Lieutenant

AS-III: Cadet Master Sergeant through Cadet Major

AS-IV: Cadet Senior Master Sergeant through Cadet Colonel

4.7.8. Promotion to C/MSgt – C/Col (Please refer to Ola HS AFJROTC website for requirements for Enlisted and Officer Rank Promotions)

4.7.9. Promotions to C/SrA – C/TSgt (Please refer to Ola HS AFJROTC website for requirements for Enlisted Rank Promotions)

4.7.10. Cadets who transfer from another JROTC program will assume temporarily their permanent and temporary grades earned in their last unit. The SASI/ASI will request their cadet records from the former unit. Upon receipt of their cadet records, the SASI/ASI will evaluate the cadet's record and permanently award on orders the appropriate grade and job.

4.7.11. All promotions and job assignments will be announced on CADET SPECIAL ORDERS initiated by the Cadet Personnel Officer and authenticated and reproduced by the Cadet Communications Squadron Knowledge Operations Flight Commander. The SASI will approve all orders. No promotions, job assignments, or issue of insignia will occur until the orders are published and distributed. All probation letters, promotions, demotions, notification letters, and orders will be filed in the cadet's personnel record. A cadet may review his or her cadet record at any time. If a cadet leaves the unit, they can hand-carry their cadet transcript record, but the new unit can request that cadet record be sent upon the cadet's enrollment in the new program. The personnel flight commander or representative will update cadet information in the AFJROTC WINGS database.

SECTION E—EVALUATIONS

4.8. Objective. The cadet evaluation system is a system that documents performance for cadet promotions, awards, and job assignments; this teaches cadets how to evaluate and provide feedback and introduces all cadets to a job evaluation system. (Please refer to Ola HS AFJROTC website for evaluation forms.)

4.9. Procedures:

4.9.1. Supervisors should provide their expectations to all their assigned cadets. Supervisors should provide performance feedback to assigned cadets throughout the semester assignment cycle and complete a performance evaluation at the end of each term. The cadet supervisor will show the report to the cadet, and then forward the report up the chain of command to the SASI/ASI for final review, prior to filing in the cadet's personnel record. Cadets will complete a self-evaluation on themselves at the end of each term.

4.9.2. When evaluated, the cadet will review and sign the report. A cadet's signature does not show agreement or disagreement with the report, but only that they have seen the report. If the cadet does not agree with any part of the report, they should identify their reason(s) in writing and forward it to the next person in the chain of command. The cadet will retrieve the original copy of the report and indicate their agreement or disagreement with the appeal and forward it up to the next level of review. This happens at all levels of review until it reaches the final review authority, the SASI/ASI, who will notify the cadet of the final action on their appeal.

SECTION F—OLA HIGH SCHOOL AFJROTC VARSITY LETTER

4.10. Purpose. The Ola High School AFJROTC Letter recognizes cadets who have substantially contributed to the organization and demonstrated leadership, academic aptitude and a desire to serve their community. For a cadet to earn a recommendation for a varsity letter, they must meet the following requirements:

4.10.1. Cadets must have satisfactorily completed one full year of AFJROTC and be enrolled in the Academic Year they are recommended for the letter.

4.10.2. Earn an overall “B” Average in AFJROTC with no F’s in any other course for the semester preceding the award of the letter. Grades will be verified.

4.10.3. Graduated from a Cadet Leadership Course.

4.10.4. Successfully served in a unit leadership position for at least two semesters with recommendation from the Cadet Group Commander.

4.10.5. Earned at least 40 community service hours during the academic school year.

4.10.6. Be in good standing with OHS and AFJROTC at the time the varsity letter is ordered and presented. Varsity Letter recommendations are normally submitted at the beginning of the school year for cadets who have completed the requirements the preceding year.

4.10.7. Approved by the SASI. The award of the AFJROTC Varsity Letter represents Ola High School and Air Force JROTC. The highest standards must be maintained. A cadet could meet the basic requirements, but not meet the “whole person concept”. Cadets not meeting the “Whole Person Concept,” which involves overall attitude, moral character, self-discipline, respect for law and authority, personal behavior, military bearing, honor and integrity, will not be recommended for the Varsity Letter Award.

4.11. Tracking Service Points: Each cadet is responsible for tracking their own service points and providing the information to the Personnel Flight Commander. The Personnel Flight Commander is responsible for reporting on the status of cadets attempting to earn an OHS AFJROTC Varsity Letter.

4.11.1. Activities: Cadets participating in the following activities earn the amount of service hours shown.

4.11.1.1. Community Service (40 hours) – Cadets must complete 10 community service hours each term, 20 hours per semester, and 40 hours per academic school year.

- VA Hospital Visits - Food Drive - Toys for Tots - Museum of Aviation Marathon Race - Adopt a Highway
- March of Dimes - Community Color Guards
- Community Parades
- Kitty Hawk Service
- Other community events as available during the year

4.11.1.2. Competitions and after school practices (40 practices and 4 competitions)

- After-school practices
- Armed Drill Team
- Unarmed Drill Team
- Color Guard
- Academic Team
- Saber Team
- Rocketry Team
- Orienteering Team
- Raider Team
- Marksmanship Team
- Parades
- Cyber Patriot Team
- Drone Team
- Steller Explorers

4.11.1.3. AFJROTC Extra-curricular Activities (8 events per semester)

- Spirit Teams (football, basketball, baseball)
- Field Trips
- Flag Details (Reveille, Retreat, Colors for Games)
- Cadet Orientation/School Open Houses
- Drill Meet Support
- Military Ball
- Change of Command
- Promotion Ceremony
- Other activities as available during the year

SECTION G—AFJROTC GA-20102 AWARDS AND CERTIFICATE PROGRAMS

4.12. “Top Cadet” Purpose. Recognizes cadets each nine-week grading period who meet or exceed all of the following four criteria:

4.12.1. Maintain an “A” in all AFJROTC courses.

4.12.2. Wear uniform on each scheduled uniform day unless excused by the SASI/ASI and achieve an overall 90 percent average on uniform wear and personal appearance inspections.

4.12.3. Have no suspensions or unexcused absences from school during term.

4.12.4. Volunteer and perform in at least three community service activities and/or attend at least two AFJROTC extra-curricular activities and or attend 10 drill or academic practices.

4.13. Awards. Cadets will receive a Certificate of Achievement.

4.14. **Top Cadet.** The Cadet Corps Commander will ensure a tracking system is established and appropriate publicity is accomplished for cadets who receive “Top Cadet” recognition.

4.15. Cadet National and Sponsored Awards. The SASI and ASIs will recommend cadets to receive the awards sponsored by national organizations and AFJROTC. Criteria for these awards are described in the AFJROTC Uniform and Awards Guide. AFJROTC cadet award ribbons are shown in the Guide in order of precedence (wear - refer to Ola HS AFJROTC website or Attachment D to review guides.) In addition, cadets must complete at least 2 color guard details per month during the current school year or have completed 18 color guard details prior to the end of April to be considered for national awards. Cadets must also meet GPA requirements and be passing AFJROTC.

4.16. Outstanding Cadet of the Flight Award. Purpose and Criteria: This award program promotes personal excellence and teamwork within the flight, each nine-week grading period. The Flight Commander of each aerospace science class recommends to the Cadet Corps Commander their outstanding cadet each nine-week period in a one paragraph written recommendation no later than 5 days after the end of the grading period. The Cadet Corps Commander, SASI, and ASIs will review the recommendations and designate the outstanding cadet in each flight. The award is based on the “whole person” concept which includes academic excellence; teamwork; cooperation with flight commander and instructors; uniform wear and personal appearance; school, community, and corps involvement; and conduct.

4.16.1. Recognition. Each of the outstanding cadets will receive a certificate of recognition; publicity in school, community, and Corps publications; credit for AFJROTC service award; and priority selection for any military aircraft incentive flights.

4.17. Outstanding Flight Award: Purpose and Criteria. The Outstanding Flight Award recognizes the flight that best works as a team to excel in AFJROTC academics, uniform wear, personal appearance, behavior, drill competition and other weighted areas. The overall academics, uniform wear, behavior and personal appearance score will be the average for all flight members. The drill sequence for the drill competition will be given to each flight commander early in the semester and practice times will be set aside during the semester. The SASI and ASIs will select the outstanding flight at the end of the first and second semester.

4.17.1. Recognition. Members will receive the outstanding flight ribbon and the flight commander will receive an award streamer for their flight guidon.

4.18. Certificates of Completion. Presented to a cadet in good standing who has successfully completed at least three years of AFJROTC. SASI/ASIs review the entire period of enrollment and determine if a certificate is to be issued. The SASI certifies to the armed services that the cadet has earned and deserves training credit. A cadet must have this certificate in their possession when enrolling in college ROTC or when enlisting in the Armed Services to receive the following training credit:

4.18.1. Students possessing evidence of successful completion of three academic years of AFJROTC may be entitled to one year of credit in the Senior ROTC Program. Contact the Professor of Aerospace Science (PAS) at the college or university where the cadet is enrolled to receive training credit.

4.18.2. Military Departments may award the grade of E-3 for successful completion of 3 academic years of AFJROTC after completion of basic training. This advance in grade provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time. (Note: The USMC will only allow promotion to E-2 for program completion)

4.19. Certificate of Training. Presented to cadets in good standing who successfully complete two complete

years of AFJROTC. Like the Certificate of Completion, the SASI will review the cadet's entire enrollment to determine if a Certificate of Training is to be awarded.

4.19.1. Eligibility. These certificates are very important documents and are not awarded automatically based solely on academic grades. Total performance and conduct is considered and it is possible to successfully complete the AFJROTC courses but not be awarded a certificate. The SASI will determine whether a certificate will be issued.

4.20. **Cadet of the Year.** Purpose: The purpose of the Cadet of the Year (COY) Program is to recognize a cadet from each AS class for their leadership, academics and involvement. The SASI and ASIs will evaluate the most deserving candidates from each class. Evaluations will include academics, AFJROTC extracurricular participation, community service, awards, and AFJROTC training completion. Each cadet will receive an engraved award. This special recognition award will be presented at the AFJROTC Annual Military Ball, Awards Banquet, Graduation, or at Honors Awards.

4.21. **AFJROTC Recruiting Ribbon.** Cadets can earn the recruiting ribbon in two ways: 1) Actively participate in at least two recruiting events during the school year or 2) Successfully recruit one new member into the program. The new member must remain at least through the entire semester they are recruited and enrolled.

Chapter 5

UNIFORMS, EQUIPMENT, BOOKS, AND PERSONAL APPEARANCE

SECTION A - ACCOUNTABILITY, CADET RESPONSIBILITIES, AND GENERAL POLICIES

5.1. The AFJROTC cadet uniform is, with few exceptions, the same one that is worn by active duty Air Force members. Proper wear and maintenance is closely scrutinized by the public and the military service population. Additionally, we have cadets in our corps who have family members that served in the military and have high expectations for cadets enrolled in AFJROTC Unit GA-20102. Don't let yourself, or those that have gone before you, down—when you wear the uniform, wear it proudly and correctly! Cadets must keep the uniform clean, neat, and in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained. UNIFORM DAY FOR GA-20102 is **designated by the SASI. See course syllabus for current uniform days!** Only the SASI or ASIs will grant exceptions to this policy. **All cadets will wear the uniform the entire school day from when the first bell rings until the afternoon dismissal bell.**

5.2. When issued a uniform, each cadet will sign a Custody Receipt and place their initials beside each issued uniform item. This Custody Receipt Form will be sent home for parental signature. This signature indicates that your parent(s) understands each item is your property and you are responsible for its care throughout the school year. If an item is lost or damaged beyond normal wear, you will be charged to replace that item(s). The ASIs will publish a price listing for all items.

5.3. Cadets will be issued one complete, clean uniform with all accessories and insignia. Cadets will pay to dry clean and launder uniforms during the school year and prior to turn in before the summer break, upon disenrollment, or graduation.

(Note: Sources for additional desired items at cadet expense can be found on the Ola High School AFJROTC website.)

5.4. Cadets will return all items issued (except for shoes, socks, PT uniform & t-shirt) or pay for them at the end of the school year or upon disenrollment during the school year. Cadets will return a clean uniform in a cleaner's bag, pressed, and on hangars. Service dress coat, pants, skirts, ties, tabs, flight caps, and windbreakers are **DRY CLEAN ONLY**. All dry clean only items **must be returned with a cleaning receipt**. Textbooks must be returned in the same condition that they were issued, minus normal wear and tear. **CERTIFICATES OF COMPLETION FOR MILITARY TRAINING WILL NOT BE RELEASED UNTIL ALL AFJROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR. IF NECESSARY, GRADES WILL BE WITHHELD AND COLLECTION ACTIONS WILL BE INITIATED THROUGH THE APPROPRIATE SCHOOL DISTRICT AGENCY.**

5.5. To prevent paying for uniforms, books, and equipment, we encourage cadets to:

5.5.1. NOT leave items unattended or in unlocked or shared lockers

5.5.2. NOT lend items to other cadets

5.5.3. NOT allow others to turn-in accountable items

5.5.4. TURN IN any found uniform items to an AFJROTC instructor or to the main school office

5.5.5. RETURN uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear, the item will be replaced at no cost. If a uniform item does not fit, return it promptly for replacement.

5.6. Cadets will wear the uniform as prescribed in the AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE. When participating in orientation flights or field trips, the SASI/ASIs will prescribe the uniform to be worn in a memorandum.

5.7. Cadets will wear the blue service dress uniform when directed by the SASI through the Cadet Corps Commander. On mandatory uniform days, cadets will wear the scheduled uniform of the day (UOD) combination as prescribed in the AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE. Cadets will be inspected on uniform wear and personal appearance on uniform days using the inspection displayed in the classroom. The SASI will prescribe in a memorandum who can wear specialized uniform items such as cords, berets, and ascots, when they can be worn, and how they will be worn and maintained.

5.8. Each cadet will ensure that the uniform is ready for inspection at all times. PLANNING AHEAD is the key. Assemble the uniform and polish shoes the night before. “The uniform is in the cleaners, it is too small, or I didn’t have all of my uniform items” **are not excuses for not wearing the uniform.** The Logistics Flight Commander will publish a schedule when supply will be open. Each Flight Commander/Flight Logistics Specialist will validate each week their respective flight’s needs and secure the necessary items. If a cadet reports without wearing the uniform, they will receive a zero! There will be no exceptions except if a cadet is absent and is excused in accordance with school policies. There is no penalty provided the cadet makes up the missed uniform day upon first day of return to school. Unexcused absences or failure to make up the missed uniform day will result in a zero. Cadets will wear the uniform on the **first full day they return to school for the entire school day**, and have the ASI inspect them to receive uniform credit. Failure to wear the uniform as directed and to not make up excused absences will seriously jeopardize course grades. **CADET S WILL BE REFERRED TO AN ADMINISTRATOR AFTER THREE FAILURES TO WEAR THE UNIFORM DURING A SEMESTER. THE FOURTH FAILURE TO WEAR THE UNIFORM IN A SEMESTER WILL BE CAUSE FOR COURSE FAILURE AND PROGRAM DISMISSAL.**

5.9. Cadets will not mix uniform and civilian clothing. If you have a legitimate reason not to wear the uniform due to medical conditions, you must present medical documentation to the SASI and/or ASIs.

5.10. Cadets will wear the standard Air Force laminated ultramarine blue name tag, with white, block style letters engraved on the plastic, secured with clutch-type fasteners and the Air Force brushed steel name plates with blue letters engraved, secured with clutch-type fasteners. Males wear them over the right breast pocket, parallel with the top seam of the pocket. Females place them on an imaginary line parallel to the ground, **EQUAL WITH** the top button and centered. One nametag of each type will be provided by AFJROTC. If it is lost or broken, it is the cadet’s responsibility for replacement.

5.11. Cadets may not hitch-hike, perform labor, engage in sport activities, or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of our AFJROTC program, Ola High School, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the corps image throughout the community. Wear the uniform

PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

SECTION B - MALE UNIFORM REQUIREMENTS

5.12. There are three combinations of male cadet uniforms. They are: the Service Dress Uniform which includes the coat, shirt, trousers, and accessories; the long sleeve light blue shirt, trousers, and accessories; and the short sleeve light blue shirt, trousers, and accessories. Cadets will adhere to **AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE** and **AIR FORCE INSTRUCTION 36-2903 DRESS AND PERSONAL APPEARANCE FOR AIR FORCE PERSONNEL** for proper placement, maintenance of authorized uniform accessories, and appearance standards.

5.13. Belt. Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

5.14. Coat, Service Blue. With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in the outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, commons, etc.). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE.

5.15. Cap, Blue Service ("Wheel Cap"). This is an optional item for graduating seniors that may be purchased by the cadet from clothing sales. It is worn squarely on the head with a two-finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor.

5.16. Cap, Blue Garrison ("Flight Cap"). Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. The flight cap will not have officer silver braid. When not worn, it is placed under the belt on the left side.

5.17. Cap, Beret. Optional item for special teams and Key Staff. It is worn squarely on the head with two-finger spacing between bridge of nose and the leather sweatband of the cap, with device above left eye. When not worn, it can be neatly rolled and placed under epaulet of shirt or lightweight jacket.

5.18. Jacket, Light Weight, Blue Windbreaker. Must be zipped up at least halfway with the zipper tucked in. Sleeve cuff, collar, and side sizing tabs on lower side hems must be buttoned. The windbreaker will not be worn over the service dress jacket or with civilian clothing. Sleeves are not to be pushed up on the jacket. The jacket will have the unit patch on the right sleeve and AFJROTC patch on the left sleeve as prescribed in AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE.

5.19. Shirt, Light Blue, Long Sleeve with Epaulets. Sleeves should extend to the heel of the thumb. Military creases in front and back are prohibited. This shirt is always worn with the tie and the top button is always buttoned. The shirtsleeves will remain buttoned.

5.20. Shirt, Light Blue, Short Sleeve with Epaulets. With arm bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, **a “V” neck t-shirt must be worn** so that no top of the t-shirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirt tail is pulled down into the trousers tightly and tucked at the sides to make it neat and form-fitting. The only creases on the shirt are down the sleeves.

5.21. Socks. Socks must be **BLACK**. Other dark colors are not authorized.

5.22. Tie, Blue. The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie will extend no more than **BOTTOM OR TOP** of the belt buckle.

5.23. Trousers, Dark Blue. Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should be neither bulky nor visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

5.24. Shoes. Black, male oxfords. Shoes will be laced to the top with the laces tucked into the shoe and will be highly shined. The soles and heel edges will be coated with black polish. Optional high gloss black corfam shoes or patent leather are authorized for senior cadets at the cadet’s own expense.

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

SECTION C - MALE PERSONAL APPEARANCE

5.26. Hair must be clean, neat, and trimmed. It should present a groomed, tapered appearance. The thickness and length of the hair will not interfere with the proper wear of headgear and will be no more than 1 ¾” in bulk. The hair must not touch the ears or collar or protrude below the front band of the headgear. It will not be worn in an extreme or fad style. Sideburns will be neatly trimmed in the same manner as the hair. Sideburns will not extend beyond the bottom of the ear opening, must be straight and even in width, and end with a clean-shaven, horizontal line (Refer to OHS AFJROTC website for examples). Cadets may wear conservative sunglasses, except while in formation.

5.27. Earrings will not be worn while in uniform. Fingernails will be neat, clean and, trimmed. No more than three rings will be worn and one bracelet or watch.

SECTION D - FEMALE UNIFORM REQUIREMENTS

5.28. The three female uniform combinations are: the Service Dress which includes the coat, blouse, trousers, and accessories; the long sleeve blouse with trousers and accessories; and the short sleeve blouse with trousers. Authorized accessories are placed and maintained as outlined in AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE.

5.29. Service Coat, Blue. Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in public areas such as hallways, the commons, etc. When removed it

will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center.

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

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

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

5.33. Jacket, Light Weight, Blue Windbreaker. Should fit loosely over the hips when zipped. Cuffs of the sleeves should cover the wrists but not extend beyond. Blouse should not be seen below the jacket. The jacket must be zipped up at least halfway. Do not wear with sleeves pushed up.

5.34. Blouse, Light Blue, Short Sleeve, and Pointed Collar. May be worn with or without tab, except tab is worn with Service Dress Uniform. Blouse should be tucked into pants waist for a form-fitted appearance.

5.35. Blouse, Light Blue, Long Sleeve, and Pointed Collar. Must be worn with tab at all times and must be worn tucked into pants waist for a form-fitted appearance.

5.36. Slacks, Blue. Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the ASIs. Articles carried in the pockets will not be visible or present a bulky appearance.

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

5.24. Shoes. Black, female oxfords or pumps. Oxfords will be laced to the top with the laces tucked into the shoe and will be highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. Optional high gloss black corfam or patent leather shoes are also authorized at the cadet's own expense. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and **will not** have any bows, buckles, or straps.

5.38. Purse. Female cadets may carry a small, black purse. The standard Air Force purse may be purchased and carried at the cadet's expense.

5.39. Cap, Beret. Optional item for special teams and Key Staff. It is worn squarely on the head with two-finger spacing between bridge of nose and the leather sweatband of the cap, with device above left eye. When not worn, it can be neatly rolled and placed under epaulet of shirt or lightweight jacket.

SECTION E - FEMALE PERSONAL APPEARANCE

5.39. Female cadets will not wear or carry exposed on the uniform, pencils, pens, handkerchiefs, or jewelry to include ankle bracelets. One bracelet is permitted if it is neat and conservative and not wider than one inch. You may wear a wristwatch and one pair of earrings. Earrings can be silver, diamond, or gold stud earrings if they do not extend or

dangle below the bottom of the ear lobe. Earrings must be spherical or of plain design. You may wear conservative sunglasses, except in military formations. You can wear no more than three rings when in uniform. Thumb rings are not authorized.

5.40. Hair. Must be styled to permit wear of issued military headgear and will not be worn in any style longer than the bottom of the collar edge at the back of the neck. Exaggerated styles with excessive fullness or extreme heights are prohibited. Hair ornaments such as ribbons will not be worn; however, pins, combs, or barrettes VERY SIMILAR in color to the individual's own hair may be worn. Refer to OHS AFJROTC website for examples.

5.41. Cosmetics must be conservative and in good taste.

5.42. Finger nails must be neat, clean, and nail polish, if worn, must be conservative in color and not contain any ornamentation. French manicures are authorized.

SECTION F - GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS

5.43. Replace buttons promptly.

5.44. Trim loose strings ("cables") and frayed seams on the uniform.

5.45. Necklaces, pendants, and other adornments are prohibited.

5.46. Males may not wear earrings in or out of uniform to AFJROTC class or events.

5.47. Nose rings, lip rings, etc. are prohibited.

5.48. All authorized ribbons must be worn when in service dress. Ribbons are optional on other uniform combinations but are encouraged to be worn. Ensure they do not become frayed or worn. Cadets may wear ribbons earned while enrolled in other JROTC programs. Four Civil Air Patrol ribbons, General Spaatz, Earhart, General Mitchell, and General Curry, can also be worn. Normal order of wear is AFJROTC, CAP, and then other service ribbons grouped by service and by year achieved. Medals and ribbons will not routinely be worn together. SASI will authorize the wear of regular sized medals on the service dress or semi-formal dress uniform for special occasions such as the military ball.

5.49. Cadets may wear the cardigan, wool, long sleeved, with cuffs sweater as an optional item if purchased by the cadet. **THE UNIFORM MUST BE WORN PROPERLY AT ALL TIMES. IT MUST BE CLEAN AND WELL PRESSED. AS AN OLA CADET, YOU MUST PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE AT ALL TIMES.**

Chapter 6

DRILL AND CEREMONIES

6.1. Drill and ceremonies are an important part of AFJROTC training. As a first year Aerospace Science cadet, you will learn basic drills and how to follow commands. We will spend a lot of time outside and in the gym developing your drill and ceremonies skills. The primary reference document for this phase of leadership training is the Drill and Ceremonies manual. As a second, third, and fourth year cadet, you will learn commands that are more difficult, lead the formation, and train other cadets on proper drill sequences, commands, and basic drill fundamentals.

6.2. All second, third, and fourth year cadets must be prepared to command a flight and perform the sequence of commands in Figure 6.1. The cadet serving as Flight Commander will report in and out by saluting the individual who controls the field of performance and normally evaluates the flight's performance. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area.

Figure 6.1. Mandatory Flight Commands

(30-Command Drill Sequence)

Flight Commander Will Report In to signify ready to perform.

- | | |
|------------------------|------------------------|
| 1. FALL IN * | 16. To The Rear MARCH |
| 2. Open Ranks, MARCH | 17. To The Rear MARCH |
| 3. Ready, FRONT | 18. COLUMN RIGHT MARCH |
| 4. Close Ranks, MARCH | 19. Forward MARCH |
| 5. Present ARMS | 20. Eyes RIGHT |
| 6. Order ARMS | 21. Ready FRONT |
| 7. Parade REST | 22. Column Right MARCH |
| 8. Flight, ATTENTION | 23. Forward MARCH |
| 9. Left FACE | 24. Change Step MARCH |
| 10. About FACE | 25. Column Right MARCH |
| 11. Forward MARCH | 26. Forward MARCH |
| 12. Right Flank MARCH | 27. Flight HALT |
| 13. Left Flank MARCH | 28. Left FACE |
| 14. Column Right MARCH | 29. Right Step MARCH |
| 15. Forward MARCH | 30. Flight HALT* |

Note:

After #1 (* Sizing Up Procedures)

Right FACE

With the exception of the guide and element leader if you are taller than the cadet in front of you tap them on the shoulder and move forward

Right FACE

No exceptions if you are taller than the cadet in front of you tap them on the shoulder and move forward

Left FACE

Once again with the exception of the guide and element leader if you are taller than the cadet in front of you tap them on the shoulder and move forward

COVER

Count OFF

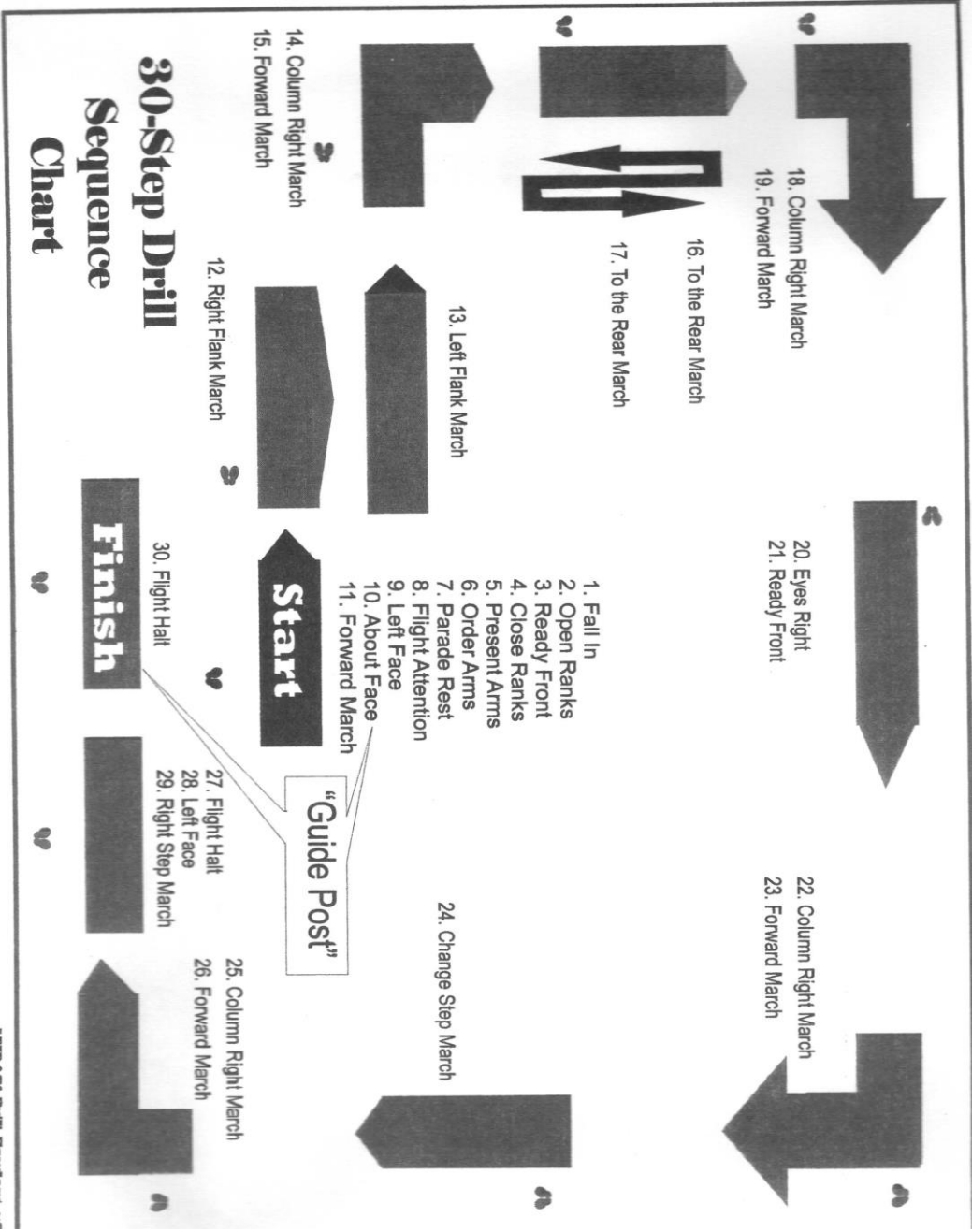
Left FACE

After #3

Parade REST

Flight ATTENTION

Then to #4*The Flight Commander will report out to indicate the routine is complete



Chapter 7

AFJROTC GA-20102 CLUBS AND EXTRACURRICULAR ACTIVITIES

7.1. There are several voluntary cadet extracurricular activities that supplement our aerospace and leadership experiences. Additionally, these activities bring cadets together with common interests, build esprit de corps, create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It also is a positive, visible way to publicize to the community the values we live by as cadets. The SASI and/or ASIs will monitor all activities and will serve as advisors. Additionally, OHS Administrators and parent sponsors may help monitor and advise these activities. The following description of activities is not inclusive and will change depending on what activities GA-20102 cadets want to have and support.

7.2. **Kitty Hawk Air Society (KHAS):** This AFJROTC Honorary Society promotes academic excellence, service, and patriotism. An invitation to join will be extended only to cadets who have an “A” average in their AFJROTC courses and an overall “2.5 G.P.A” with no failing grades. Cadets will complete a pledge program to become a member. A distinctive badge will be awarded upon indoctrination into this elite AFJROTC society.

7.3. **Color Guard, Drill Team and Saber Teams:** Participation on these teams is open to all cadets. Requirements include attending at least 90% of practice sessions, no disciplinary actions; “C” average in AFJROTC and meeting participation requirements. Practice will normally be two to three times a week after school. These teams are constantly in the “public’s eye” and will consist of cadets who are hard-working and have the time and desire to commit themselves to these activities. Since participation is time consuming and will include trips away from school for competitions and performances, we want to ensure that a cadet’s academics do not suffer. Participants must not fail two or more subjects and must maintain a school grade point average of at least a 2.3 on a 4.0 scale, in addition to meeting competition requirements. Uniform wear/personal appearance violations and school suspensions are unacceptable. Failure to meet these standards will result in probation for one grading period or, as a minimum, until the minimum standards are achieved. Failure to reach these standards during the probationary period will result in removal from the team for at least two grading periods.

7.3.1. **Color Guard:** This cadet group presents and posts the United States Flag, the Georgia State Flag, and our school and unit colors. Typically, these teams perform at school functions, unit functions, and community events. This highly visible activity provides an opportunity for cadets to learn to respect and properly present national and state flags.

7.3.2. **Saber Team:** This team provides ceremonial details for various functions such as honor society inductions, homecoming court, and military ball.

7.3.3. **Drill Team (Armed and Unarmed):** Cadets who enjoy drill can “polish” the skills learned by joining the competition drill team. This team performs in local and area wide drill competitions and demonstrations. Participation requires an extra commitment from cadets since they will spend many hours learning the manual of arms, perfecting teamwork, practicing standardized movements, developing “free-style” movements, and taking care of their uniform. Drill Team Commanders will be cadets selected by the ASIs. These cadets will have participated on the team in the past and must demonstrate the ability and mature leadership necessary for success. The Drill Team Commander will write a drill team policy letter that includes practice times, team standards, and distinctive uniform items.

7.4. **Rocketry Club:** Members of this activity will learn how to build and launch model rockets. Cadets who meet the AFJROTC qualifications are also eligible for a rocketry badge that is worn on the uniform.

7.5. Cadet Orientation Flight Program: is designed to introduce our cadets to general aviation through hands-on familiarization flights in single-engine aircraft. This is done in conjunction with the Civil Air Patrol. The program is open to active AFJROTC cadets. The program is voluntary and primarily motivational and it should stimulate an interest in general aviation and aerospace activities.

7.6. Remote Control (RC) Airplane/Static Model Club: Cadets who enjoy building and flying RC airplanes or building static airplanes or other aerospace vehicles should consider this activity. The cadet RC/model club will become affiliated with the respective National Associations.

7.7. Curriculum in Action: This is an important part of the AFJROTC curriculum. We have the luxury of living in a large metropolitan area. We have the opportunity to tour various flying operations, base support facilities, and several aerospace/space museums. Each trip is planned for maximum impact and to avoid repetition. Typically, two trips are planned; one in the fall and one in the spring. Participation in trips is a privilege, not a right. Therefore, not all cadets may be eligible to participate in every trip. Eligibility includes: 1) Must be passing all subjects; 2) Must have a "C" or higher in AFJROTC; 3) Must not have any disciplinary action (ISS, suspension) during current academic term and 4) Will not have a history of uniform/personal appearance violations. The ASIs will publish a formal memorandum to provide trip agenda, dress requirements, and instructions that must be complied with to participate on the trip. Trips are approved by the school and cadets must comply with all district/school rules while on the trip.

7.8. Fund Raising Projects: Many of the activities and programming of the AFJROTC program are funded through the fundraising initiatives of the cadet corps. Various fund raising activities are done each school year to raise money. The success of these activities will determine the level of funding the corps has to minimize costs for social and formal functions and to purchase items that will enhance unit esprit de corps. The Cadet Force Support Squadron Commander and Cadet Mission Support Group Commander will serve as fund raising coordinators.

7.9. Awareness Presentation Team: This voluntary activity is for cadets who enjoy talking to elementary and middle school students about such social issues as drug education and staying in school. Our involvement in these important issues brings GA-20102 and OHS favorable publicity and is a valuable social service to the community. Cadets can earn an APT badge to wear on the uniform if they participate in three events.

7.10. Military Ball and Awards Banquet: This event is held in the spring as an opportunity to say goodbye to graduating cadets and recognize our annual award winners. Cadets will plan the entire function and will serve in traditional positions that direct the evening's festivities. This is a mandatory event and cadets will only be excused with prior approval from the SASI/ASI.

7.11. Orienteering Team: The orienteering team is a group of cadets that learn how to navigate the land using only a map and a compass. The team then divides into pairs to test what they have learned against other JROTC units. Teams must find specific points designated on a map. Each team has a specific amount of time to find as many points as possible. Score value for each point is determined by its difficulty. Therefore, teams are required to plan an optimum sequence to achieve the most points within the time restriction.

7.12 Raider Team: Raider team events build dedication, determination, promote esprit de corps, teamwork, and self-confidence by challenging the participants in practical hands-on applications that increase physical and mental fitness in five events while developing healthy competition among other programs and schools to enhance previous knowledge acquired in JROTC and other academic classes. Raider team consists of eight members with one serving as the commander.

7.13. **Cyber Patriot Teams:** Cyber-Patriot is...the premier national youth cyber education program created to inspire students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. The program was created by the Air Force Association.

7.14. **Stellar Explorers:** StellarXplorers is a program to inspire and attract high school students to pursue science, technology, engineering and mathematics (STEM) education and careers. Created and produced by the Air Force Association (AFA). StellarXplorers features an exciting, space-focused competition using professional tools to address real-world problems. The program provides a hands-on, space design challenge involving all aspects of space systems development and operation with a spacecraft and payload focus. Season after season, the Challenge has proven to be a fun experience that can be offered to large numbers of students with diverse interests and academic abilities, while exposing them to a dynamic industry vital to the American way of life.

7.15. **Academic Teams:** The Academic Team allows cadets to compete academically. Through this team, cadets acquire the skills needed to meet academic challenges presented to them.

Chapter 8

CADET HEALTH AND WELLNESS PROGRAM

8.1. The Cadet Health & Wellness Program (CHWP) is an integral part of the AFJROTC program that represents 20% of the overall AFJROTC grade. This program is conducted in conjunction with the Presidential Physical Fitness (PPF) Program. The President's Challenge is a national program that encourages all Americans to make being active part of their everyday lives. It is designed to offer all cadets a way to make significant improvement in their health and to promote a more active and healthy lifestyle. This program allows the development of individual training programs based on national standards by age and gender. It identifies areas of improvement and incorporates a physical training program to reach individual goals to be achieved during the school year (36 weeks). It is composed of exercises that work all muscle groups and do not require any special equipment. (Ref Table 8.1). Cadets will also complete the Walk-it-Out Program by walking a certain number of miles in the semester with friends and family as well as complete one-mile runs within a required time.

8.2. The Cadet Corps Commander will implement the CHWP for cadets. Each cadet who meets their program's objectives will provide documentation and will be eligible for the AFJROTC CHWP Ribbon. Additionally, cadets will be eligible for one of the three PPF awards. The Force Support Squadron Sustainment Flight Commander will manage and direct the CHWP. Wellness Training will normally be conducted once a week on Fridays. Cadets will receive two daily grades; one for uniform wear (AFJROTC T-shirt, shorts, and athletic shoes), and the other for participation and progress in the wellness training exercises. Cadets who do not wear the issued AFJROTC PT uniform or refuse to participate will receive a "0" for the day for each grade. Only cadets with a medical excuse will be exempt from participation, but are required to dress out and help with other duties as directed.

8.3. Prior to starting the CHWP, cadets must take the PPF assessment to determine their physical fitness level. AFJROTC Instructors will also conduct a final assessment to determine the cadet's overall improvement at the end of the Academic Year. Cadets will perform five exercises: Curl-ups, Right Angle Push-ups, V-Sit and Reach, Shuttle-run and the 1-Mile Run/Walk. The physical fitness program includes numerous activities and a personal fitness regimen that has obtainable objectives. The Force Support Squadron Sustainment Flight Commander will utilize the tracking system, publicize the efforts of cadets, and establish awards for cadets who reach their objectives.

8.4 The Force Support Squadron Sustainment Flight Commander will announce the date of the semiannual physical fitness assessment with instructions. Those cadets who meet program requirements will be awarded the AFJROTC CHWP Ribbon. Cadets meeting the PPF standards may be awarded the Presidential Physical Fitness Award, National Fitness Award or the Participant Fitness Award.

8.5. During the year, physical fitness and athletic competitions will be a part of field days and corps competitions. All cadets who participate in the CHWP PT program will receive the CHWP Ribbon if they do not receive any "0" grades. For each year they participate in the program, they will receive an oak leaf cluster. There are other Air Force JROTC Awards including the CHWP Ribbon with bronze star (80-89), silver star (90-99) and gold star (100).

8.6. The Presidential Physical Fitness Challenge: The PPF Challenge is a program that encourages all Americans to make being active part of their everyday lives. No matter what your activity and fitness level, the President's Challenge can help motivate you to improve. Cadets will be tested twice during the year on the following exercises: Curl-ups, right angle push-ups, V-Sit Reach, One-mile Run/Walk and the Shuttle Run. Standards for the various level awards are listed on Table 8.1.

Table 8.1

The Presidential Physical Fitness Award

(This represents the 85th percentile.)

	Age	Curl-Ups (# one minute)	OR	Partial* Curl-Ups (#)	Shuttle Run (seconds)	V-Sit Reach (inches)	OR	Sit and Reach (centimeters)	One-Mile Run (min:sec)	Distance Options**		Pull-Ups (#)	OR	Rt. Angle Push-Ups (#)
										(min:sec) 1/4 mile	(min:sec) 1/2 mile			
BOYS	6	33		22	12.1	+3.5		31	10:15	1:55		2		9
	7	36		24	11.5	+3.5		30	09:22	1:48		4		14
	8	40		30	11.1	+3.0		31	8:48		3:30	5		17
	9	41		37	10.9	+3.0		31	8:31		3:30	5		18
	10	45		35	10.3	+4.0		30	7:57			6		22
	11	47		43	10.0	+4.0		31	7:32			6		27
	12	50		64	9.8	+4.0		31	7:11			7		31
	13	53		59	9.5	+3.5		33	6:50			7		39
	14	56		62	9.1	+4.5		36	6:26			10		40
	15	57		75	9.0	+5.0		37	6:20			11		42
	16	56		73	8.7	+6.0		38	6:08			11		44
	17	55		66	8.7	+7.0		41	6:06			13		53
GIRLS	6	32		22	12.4	+5.5		32	11:20	2:00		2		9
	7	34		24	12.1	+5.0		32	10:36	1:55		2		14
	8	38		30	11.8	+4.5		33	10:02		3:58	2		17
	9	39		37	11.1	+5.5		33	9:30		3:53	2		18
	10	40		33	10.8	+6.0		33	9:19			3		20
	11	42		43	10.5	+6.5		34	9:02			3		19
	12	45		50	10.4	+7.0		36	8:23			2		20
	13	46		59	10.2	+7.0		38	8:13			2		21
	14	47		48	10.1	+8.0		40	7:59			2		20
	15	48		38	10.0	+8.0		43	8:08			2		20
	16	45		49	10.1	+9.0		42	8:23			1		24
17	44		58	10.0	+8.0		42	8:15			1		25	

The National Physical Fitness Award

(This represents the 50th percentile.)

	Age	Curl-Ups (# one minute)	OR	Partial* Curl-Ups (#)	Shuttle Run (seconds)	V-Sit Reach (inches)	OR	Sit and Reach (centimeters)	One-Mile Run (min:sec)	Distance Options**		Pull- Ups (#)	OR	Rt. Angle Push-Ups (#)	OR	Flexed- Arm Hang (sec)
									(min:sec) 1/4 mile	(min:sec) 1/2 mile						
BOYS	6	22		10	13.3	+1.0		26	12:36	2:21		1		7		6
	7	28		13	12.8	+1.0		25	11:40	2:10		1		8		8
	8	31		17	12.2	+0.5		25	11:05		4:22	1		9		10
	9	32		20	11.9	+1.0		25	10:30		4:14	2		12		10
	10	35		24	11.5	+1.0		25	9:48			2		14		12
	11	37		26	11.1	+1.0		25	9:20			2		15		11
	12	40		32	10.6	+1.0		26	8:40			2		18		12
	13	42		39	10.2	+0.5		26	8:06			3		24		14
	14	45		40	9.9	+1.0		28	7:44			5		24		20
	15	45		45	9.7	+2.0		30	7:30			6		30		30
	16	45		37	9.4	+3.0		30	7:10			7		30		28
17	44		42	9.4	+3.0		34	7:04			8		37		30	
GIRLS	6	23		10	13.8	+2.5		27	13:12	2:26		1		8		5
	7	25		13	13.2	+2.0		27	12:56	2:21		1		8		6
	8	29		17	12.9	+2.0		28	12:30		4:58	1		9		8
	9	30		20	12.5	+2.0		28	11:52		4:50	1		12		8
	10	30		24	12.1	+3.0		28	11:22			1		13		8
	11	32		27	11.5	+3.0		29	11:17			1		11		7
	12	35		30	11.3	+3.5		30	11:05			1		10		7
	13	37		40	11.1	+3.5		31	10:23			1		11		8
	14	37		30	11.2	+4.5		33	10:06			1		10		9
	15	36		26	11.0	+5.0		36	9:58			1		15		7
	16	35		26	10.9	+5.5		34	10:31			1		12		7
17	34		40	11.0	+4.5		35	10:22			1		16		7	

The Participant Physical Fitness Award Boys and Girls who attempt all five items, but whose scores fall below the 50th percentile on one or more of them are eligible to receive the Participant Award.

8.7. Exercise and Safety.

8.7.1. Heat Related disorders to become familiar with:

8.7.1.2. Heat Cramps: Painful spasms in skeletal muscle. Pupils often dilate with each spasm

8.7.1.2.1. First Aid: Firm pressure on cramping muscle with warm wet towels. Gentle stretching of affected muscle is also helpful. Re-hydrate with cold electrolyte (Sports Drink).

8.7.1.3. Heat Exhaustion: Profuse sweating, weakness, dizziness, skin cool and wet, body temperature usually elevated; possible nausea and vomiting, headache; no central nervous system impairment.

8.7.1.3.1. First Aid: Move to cooler environment to avoid further dehydration through sweat losses. Administer cold electrolyte drink. Reduce body temp if elevated. Seek medical attention for serious cases.

8.7.1.4. Heat Stroke: Body temp greatly elevated, Central Nervous system impaired, including confusion, amnesia, ataxia (loss of balance), incoherent speech, syncope (dizziness), delirium, loss of consciousness. Contrary to public perception, hot dry skin is not always seen in a heat stroke. The individual is often sweating profusely.

8.7.4.1 First Aid: Heat Stroke is a life and death situation. Obtain emergency first aid care immediately. Move victim into cooler environment; reduce body temperature as quickly as possible with ice cold water and ice packs. Monitor pulse and respiration, administer CPR if necessary. Ordinary care upon arrival to the emergency room is to immerse the victim in ice water.

8.7.2. Cold Weather Training disorders to become familiar with:

8.7.2.1. Frostbite: Cold weather malady in which soft tissues of the skin freeze. It can occur superficially or extend deep within the body tissues. Usually frostbite involves a small area with the nose, ears, fingers, toes and cheeks most frequently affected. As frostbite progresses, the numbness and lack of feeling involves a larger area. Impaired judgment and confusion occur. Hand and foot coordination diminishes, and the victim may fall. Eyesight and consciousness are lost. When shock is evident, breathing may cease and death may result from heart failure.

8.7.2.1.1. First Aid: For early frostbite, alert the individual so that the area may be protected from further injury. Cover the affected area with clothing or blankets. Bring the victim indoors as quickly as possible and warm the affected area by immersing it in warm water (102-105 F). For severe frostbite, if the affected area was thawed and refrozen, warm at room temperature. Do not break blisters. Keep injured areas elevated. Use sterile gauze to keep fingers and toes separated. Discontinue warming the area as soon as color begins to return because swelling will develop. Call for emergency medical assistance.

8.7.2.2. Hypothermia: Prolonged cold exposure results in a low body temperature, with shivering, numbness marked muscular weakness and drowsiness. An unconscious victim may have ceased breathing. If Hypothermia becomes severe, the body temperature of the victim will fall below 95F, uncontrollable shivering is accompanied by loss of coordination and mental confusion. If prompt action is not taken, shivering ceases, followed by unconsciousness and death.

8.7.2.2.1. First Aid: Wrap the victim in blankets, cover the head. Remove wet, frozen or constricting clothing. Bring the victim indoors as soon as possible. Place victim in warm water (102- 105F). For severe hypothermia, administer artificial respiration or CPR as necessary. Call for emergency medical assistance.

Chapter 9

TRAINING AND EDUCATION PROGRAMS

9.1. General. We will offer numerous training opportunities for cadets beyond what is taught in the classroom and in leadership laboratories. While participation is voluntary, cadets who participate will reap many personal benefits.

9.2. Cadet Leadership and Drill Leadership Course. These programs offer cadets opportunities to refine their leadership and communications skills and to plan the next year's activities in a tightly controlled and monitored training environment. Additionally, we will develop a physical fitness program and orientation schedule as a part of the training schedule. The unique aspect of these leadership schools is that they are led by a Cadre of experienced cadets, who attended a previous leadership school. These cadets make up the command structure of the school and they gain valuable leadership experience in their roles for the week. Cadets who attend these camps must be in good physical condition and should be able to pass the Physical Fitness Test.

9.3. Rising 9th Grader Drill Camp Orientation. This program is normally conducted during the months of June and July. Invitations to attend this voluntary training are sent to all in-coming freshman cadets. Cadet senior staff will plan and conduct this training at Ola High School during the morning. Basic drill, uniform issue, proper wear, personal appearance standards, and AFJROTC course objectives are just some of the training topics. The Cadet Corps Commander and staff will develop a training schedule, assign training responsibilities, conduct the training, and accomplish an after action report. This program is an excellent training opportunity for the senior cadets who will plan and conduct the training and gives a "head start" to cadets who are new to the corps.

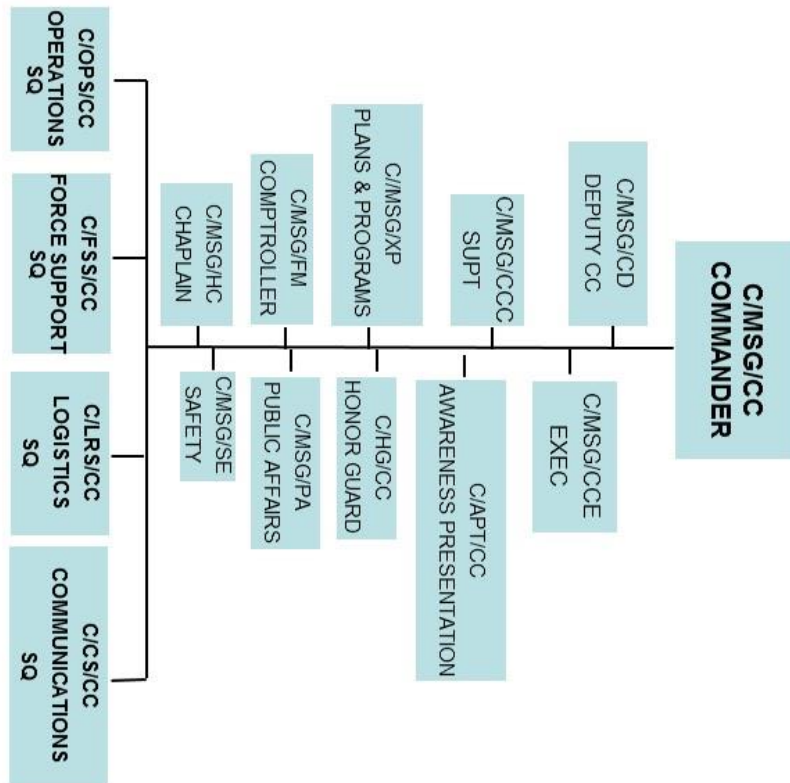
9.4. Junior Officer Cadet Training (JOCTs): This program is normally conducted prior to the end of the spring semester to prepare cadets for Summer Leadership and Drill Leadership School. Participation to attend is voluntary, but well worth the time. Cadet senior staff will plan and conduct this training afterschool. Basic drill, locker and room set up, fitness training and personal appearance standards will be covered to prepare the cadet to do well at camp. The Cadet Corps Commander and staff will develop a training schedule, assign training responsibilities, conduct the training, and accomplish an after action report. This program is an excellent training opportunity for all cadets.

9.5. Ola HS Summer Drill Camp: This program is normally conducted during the summer, two days a week to help cadets who would like to go to the next level in drill as well as helping cadets who may be having a hard time with drill. Participation is voluntary, but well worth the time. Cadet senior staff will plan and conduct this training. Basic and advance drill standards will be covered. The Cadet Corps Commander and staff will develop a training schedule, assign training responsibilities, conduct the training, and accomplish an after action report. This program is an excellent training opportunity for all cadets.

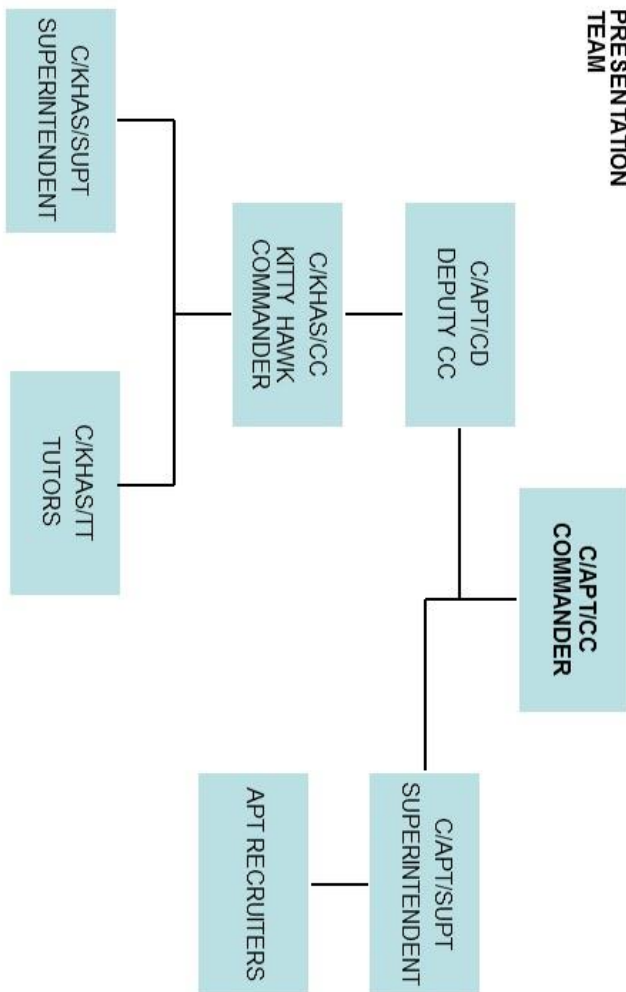
UNIT ORGANIZATIONAL CHARTS

Attachment - A

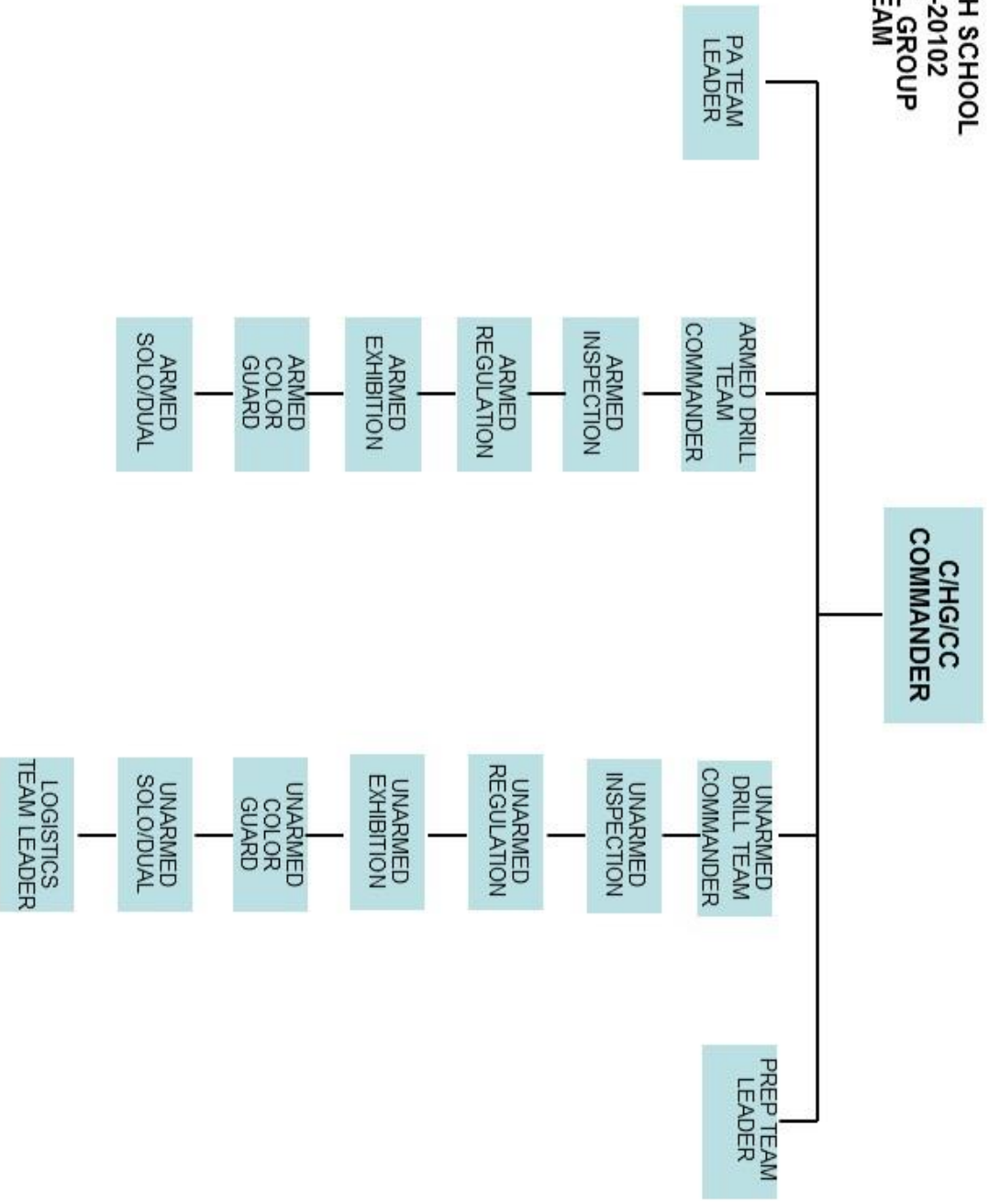
OLA HIGH SCHOOL
 UNIT GA-20102
 CADET MISSION
 SUPPORT GROUP
 ORG CHART



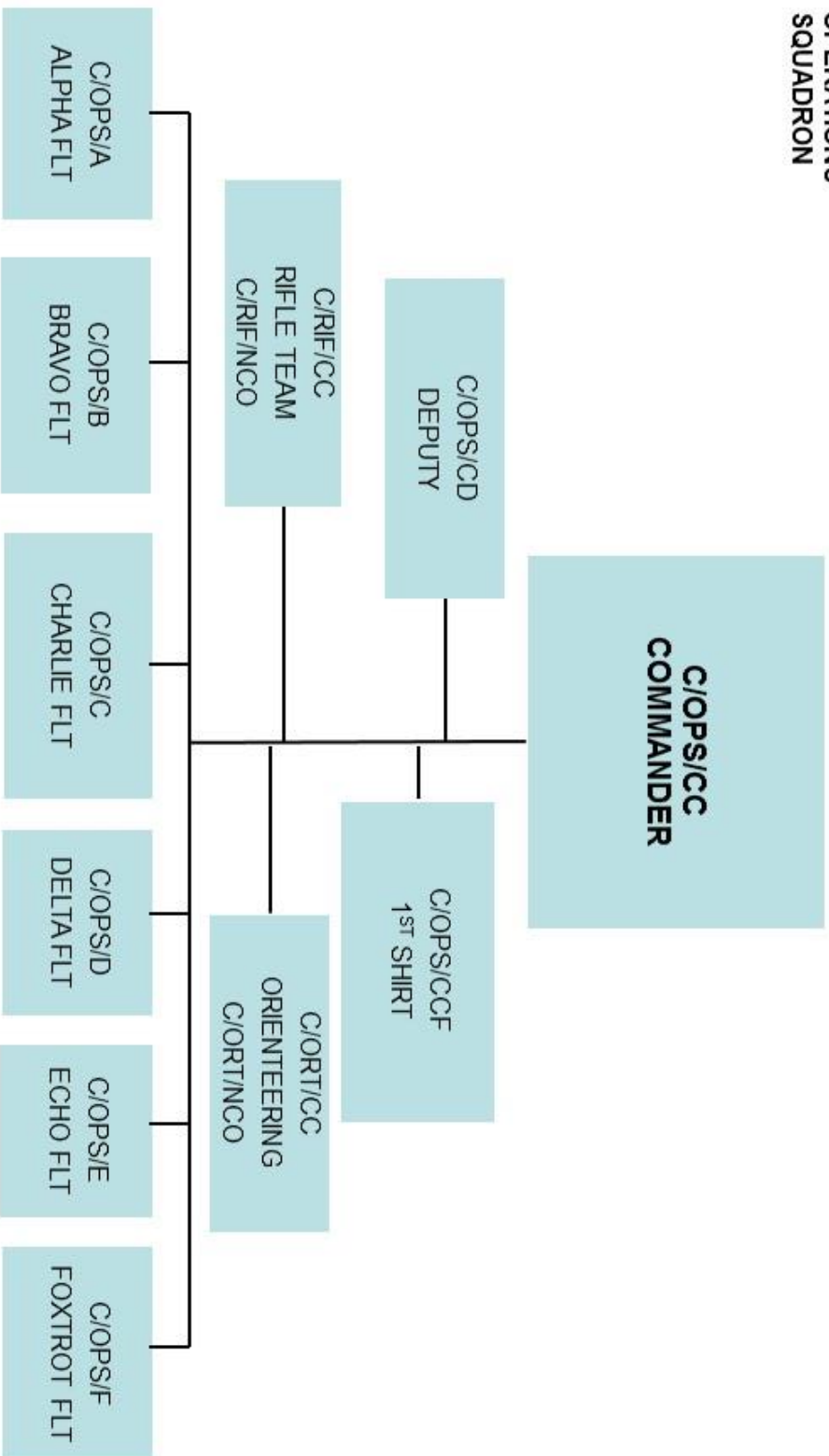
OLA HIGH SCHOOL
UNIT GA-20102
AWARENESS
PRESENTATION
TEAM



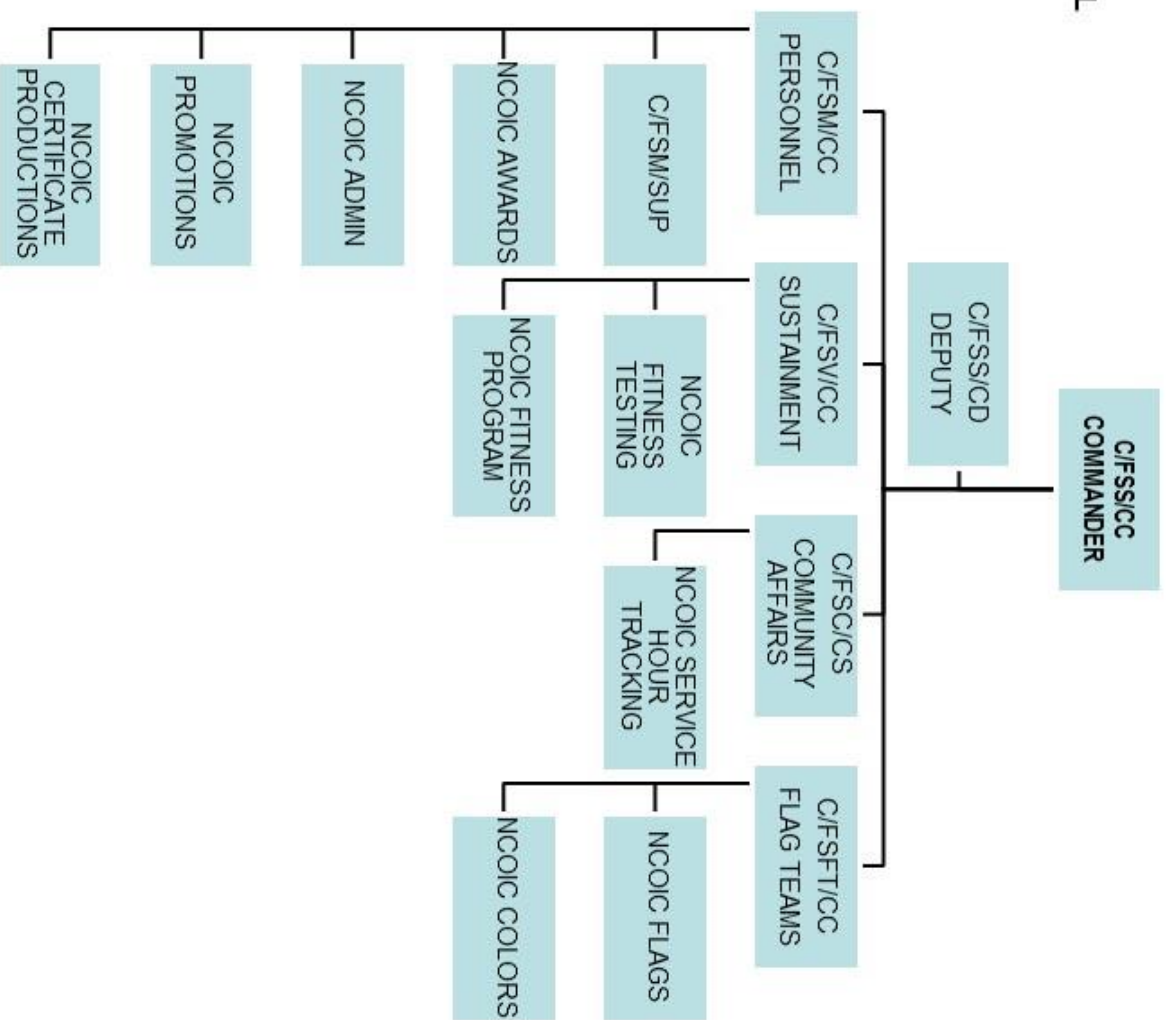
OLA HIGH SCHOOL
UNIT GA-20102
RED TAIL GROUP
DRILL TEAM



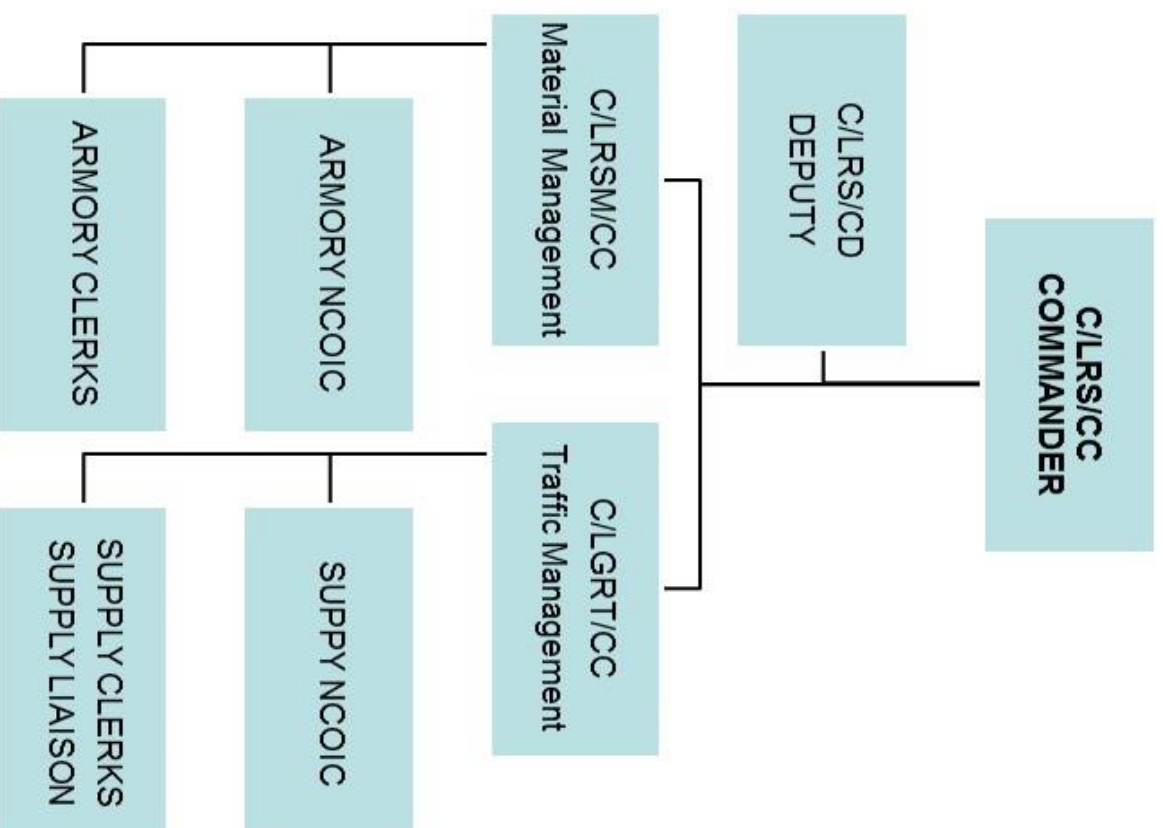
OLA HIGH SCHOOL
UNIT GA-20102
OPERATIONS
SQUADRON



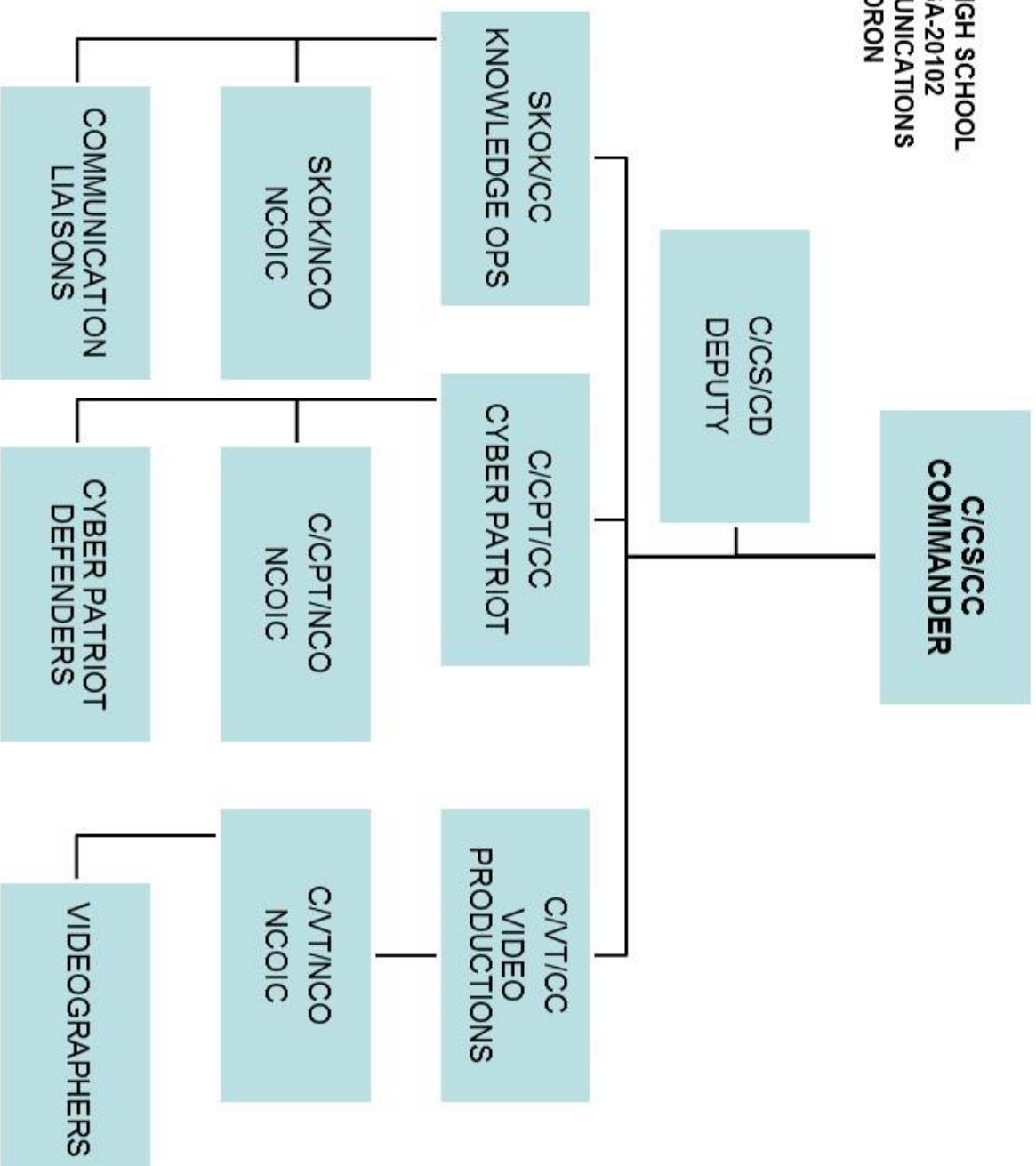
OLA HIGH SCHOOL
UNIT GA-20102
FORCE SUPPORT
SQUADRON



OLA HIGH SCHOOL
UNIT GA-20102
LOGISTICS
READINESS
SQUADRON



OLA HIGH SCHOOL
UNIT GA-20102
COMMUNICATIONS
SQUADRON



ARMED FORCES INSIGNIA

COMMISSIONED				
Air Force	Navy	Army	Marines	Coast Guard
General of the Air Force (Reserved for wartime only)	Fleet Admiral (Reserved for wartime only)	General of the Army (Reserved for wartime only)		
General	Admiral	General	General	Admiral
Lieutenant General	Vice Admiral	Lieutenant General	Lieutenant General	Vice Admiral
Major General	Rear Admiral Upper Half	Major General	Major General	Rear Admiral Upper Half
Brigadier General	Rear Admiral Lower Half	Brigadier General	Brigadier General	Rear Admiral Lower Half
Colonel	Captain	Colonel	Colonel	Captain
Lieutenant Colonel	Commander	Lieutenant Colonel	Lieutenant Colonel	Commander
Major	Lieutenant Commander	Major	Major	Lieutenant Commander
Captain	Lieutenant	Captain	Captain	Lieutenant
First Lieutenant	Lieutenant Junior Grade	First Lieutenant	First Lieutenant	Lieutenant Junior Grade
Second Lieutenant	Ensign	Second Lieutenant	Second Lieutenant	Ensign

WARRANT			
Navy	Army	Marines	Coast Guard
Chief Warrant Officer (CWO4)	Chief Warrant Officer 5 (CW5)	Chief Warrant Officer 5 (W-5)	Chief Warrant Officer (CWO4)
Chief Warrant Officer (CWO3)	Chief Warrant Officer 4 (CW4)	Chief Warrant Officer 4 (W-4)	Chief Warrant Officer (CWO3)
Chief Warrant Officer (CWO2)	Chief Warrant Officer 3 (CW3)	Chief Warrant Officer 3 (W-3)	Chief Warrant Officer (CWO2)
Warrant Officer (WO1) No longer in use	Warrant Officer 2 (CW2)	Chief Warrant Officer 2 (W-2)	Chief Warrant Officer (CWO2)
	Warrant Officer 1 (W01)	Warrant Officer 1 (W-1)	Warrant Officer (WO1) No longer in use

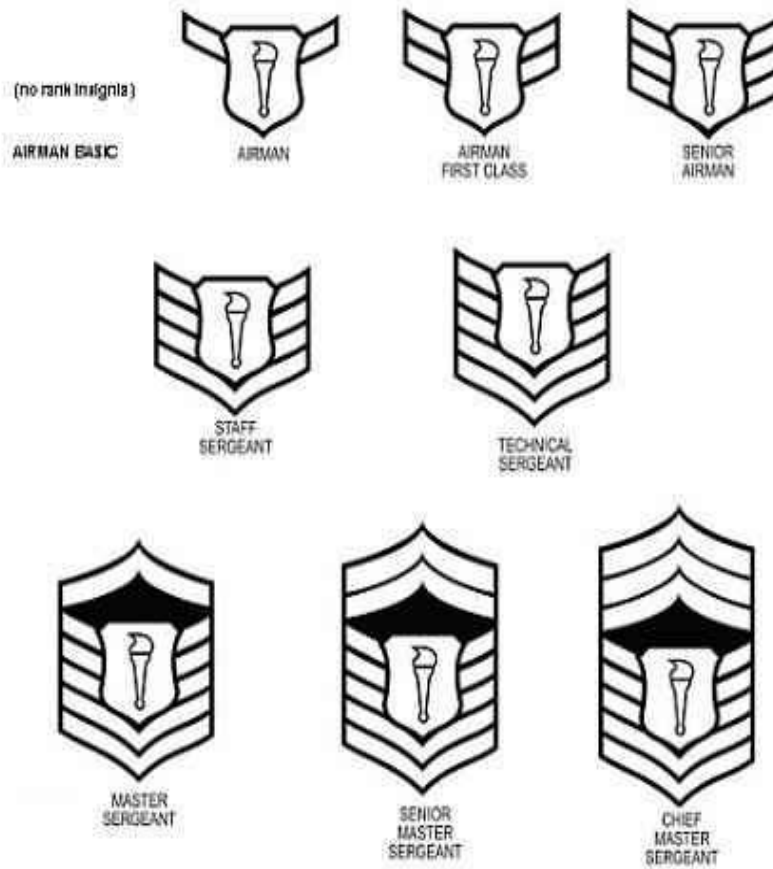
ENLISTED				
Air Force	Navy	Army	Marines	Coast Guard
Chief Master Sergeant of the Air Force	Master Chief Petty Officer of the Navy	Sergeant Major of the Army	Sergeant Major of the Marine Corps	Master Chief Petty Officer of the Coast Guard
Command Sergeant Major	Fleet/Command Master Chief Petty Officer	Sergeant Major	Sergeant Major	Command Enlisted Advisor
Chief Master Sergeant	Master Chief Petty Officer	Sergeant Major	Sergeant Major	Master Chief Petty Officer
Senior Master Sergeant	Senior Chief Petty Officer	First Sergeant	Master Sergeant	Senior Chief Petty Officer
First Sergeant	Senior Chief Petty Officer	First Sergeant	Master Sergeant	Senior Chief Petty Officer
Master Sergeant	Chief Petty Officer	Sergeant First Class	Gunnery Sergeant	Chief Petty Officer
First Sergeant	Chief Petty Officer	Sergeant First Class	Gunnery Sergeant	Chief Petty Officer
Technical Sergeant	Petty Officer First Class	Staff Sergeant	Staff Sergeant	Petty Officer First Class
Staff Sergeant	Petty Officer Second Class	Sergeant	Sergeant	Petty Officer Second Class
Senior Airman	Petty Officer Third Class	Corporal Specialist	Corporal	Petty Officer Third Class
Airman First Class	Seaman	Private First Class	Lance Corporal	Seaman
Airman	Seaman Apprentice	Private	Private First Class	Seaman Apprentice
(No Insignia)	Seaman Recruit	(No Insignia)	(No Insignia)	Seaman Recruit
Airman Basic	Seaman Recruit	Private	Private	Seaman Recruit

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



CADET ENLISTED RANK



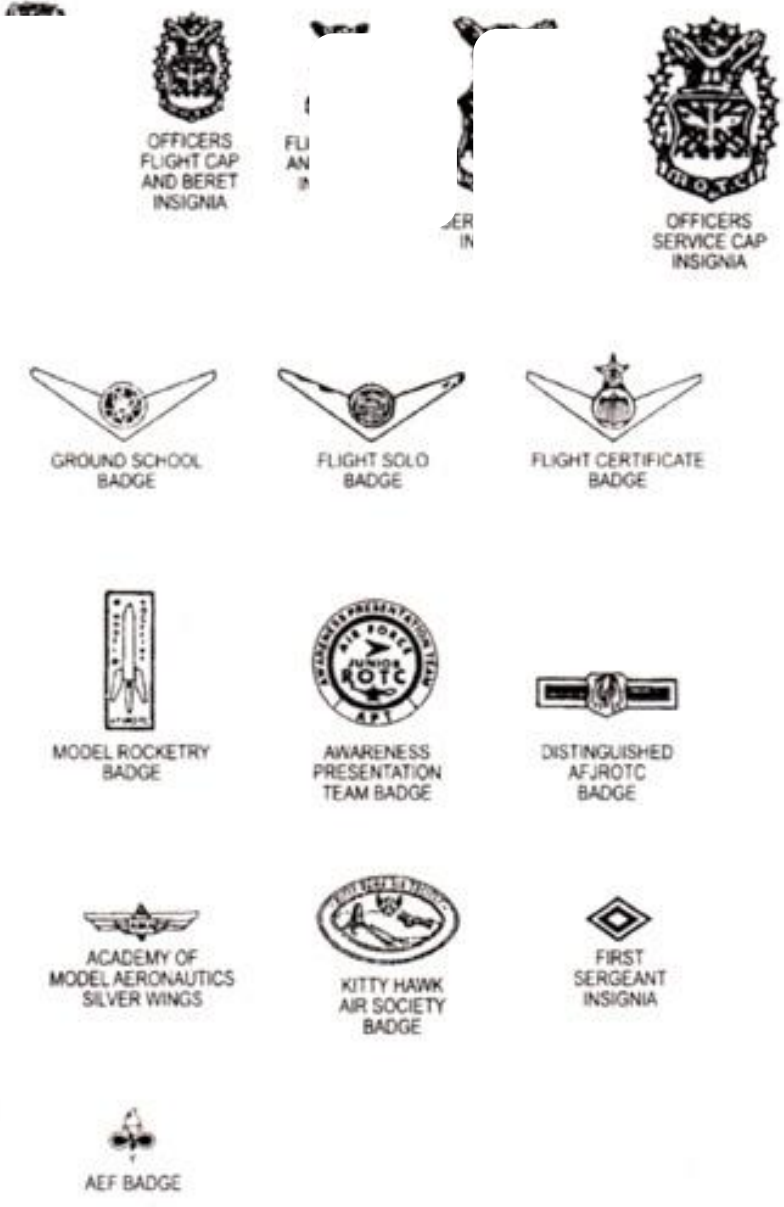


AIR FORCE JUNIOR ROTC

 1. Air Force JROTC Gold Valor Award	 2. Air Force JROTC Silver Valor Award	 3. Cadet Humanitarian Award	 4. Silver Star Community Service with Excellence Award	 5. Community Service with Excellence Award
 6. Air Force Association Award	 7. Daedalian Award	 8. American Legion Scholastic Award	 9. American Legion General Military Excellence Award	 10. American Veterans Award
 11. Reserve Officers Association Award	 12. Military Order of World Wars Medal	 13. Military Officers Association Award	 14. Veterans of Foreign Wars (VFW) Award	 15. Military Order of the Purple Heart
 16. Air Force Sergeants Association	 17. Tuskegee Airman Inc. AFJROTC Cadet Award	 18. The Retired Enlisted Association Award	 19. Celebrate Freedom Foundation Award	 20. Air Commando Association Award
 21. Distinguished Unit Award With Merit	 22. Distinguished Unit Award	 23. Outstanding Organization Award	 24. Outstanding Flight Ribbon	 25. Top Performer Award
 26. Outstanding Cadet Ribbon	 27. Leadership Ribbon	 28. Achievement Ribbon	 29. Superior Performance Ribbon	 30. Academic Ribbon
 31. Cadet Leadership Course (CLC) Ribbon	 32. Special Teams Placement Ribbon	 33. Joint/All-Service National Competition Ribbon	 34. Air Force Nationals Competition Ribbon	 35. Orienteering Ribbon
 36. Leadership Development Requirement (LDR) Leadership Ribbon	 37. Drill Team Ribbon	 38. Color Guard Ribbon	 39. Sabre Team Ribbon	 40. Marksmanship Ribbon
 41. Good Conduct Ribbon	 42. Service Ribbon	 43. Health and Wellness Ribbon	 44. Recruiting Ribbon	 45. Activities Ribbon
 46. Attendance Ribbon	 47. Dress and Appearance Ribbon	 48. Longevity Ribbon	 49. Bataan Death March Memorial Hike Ribbon	 50. Patriotic Flag Ribbon

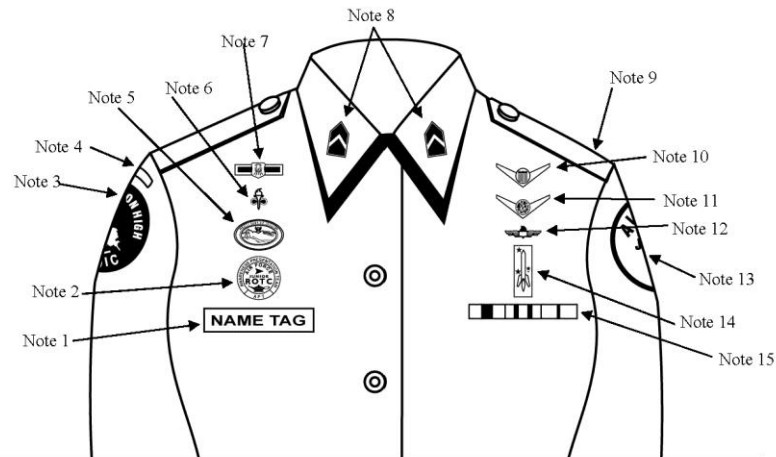
Version: 1 August 2018

AIR FORCE JUNIOR ROTC BADGES



Attachment 10

CADET FEMALE BLUE SHIRT

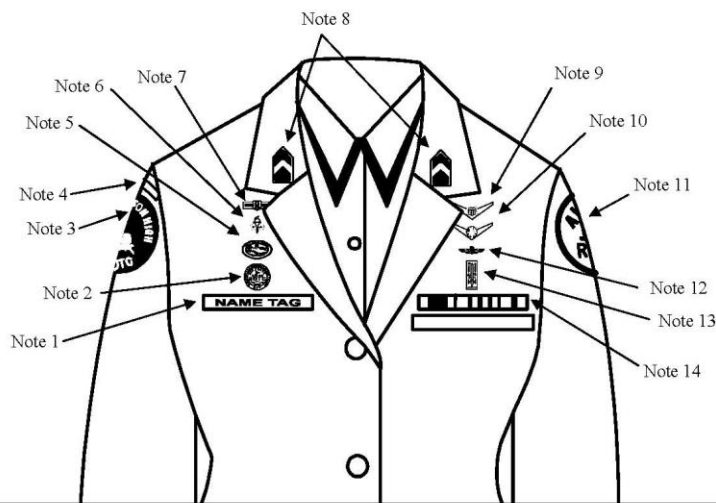


1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

Attachment 8

CADET FEMALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

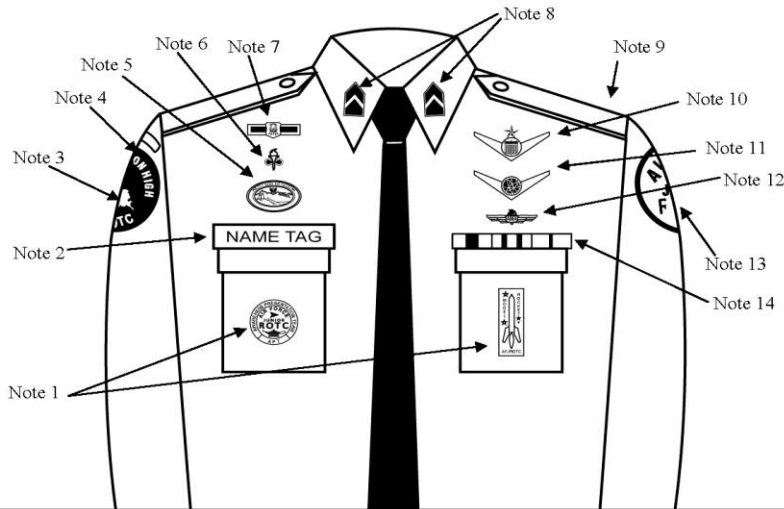


1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

32

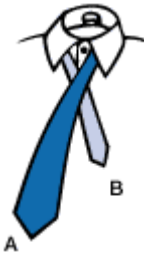
Attachment 9

CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

How To: Tie a Knot (Four-In-Hand)



1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".



2. Turn "A" back underneath "B".



3. Continue by bringing "A" back over in front of "B" again.



4. Pull "A" up and through the loop around your neck.



5. Hold the front of the knot loosely with your index finger and bring "A" down through front loop.



6. Remove finger and tighten knot snugly to collar by holding "B" and sliding the knot.

4.5 How To: Tie a Tie (Windsor)



1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".

2. Bring "A" up through loop between collar and tie; then back down.

3. Pull "A" underneath "B" and to the left, and back through the loop again.

4. Bring "A" across the front from left to right.



5. Pull "A" up through the loop again.

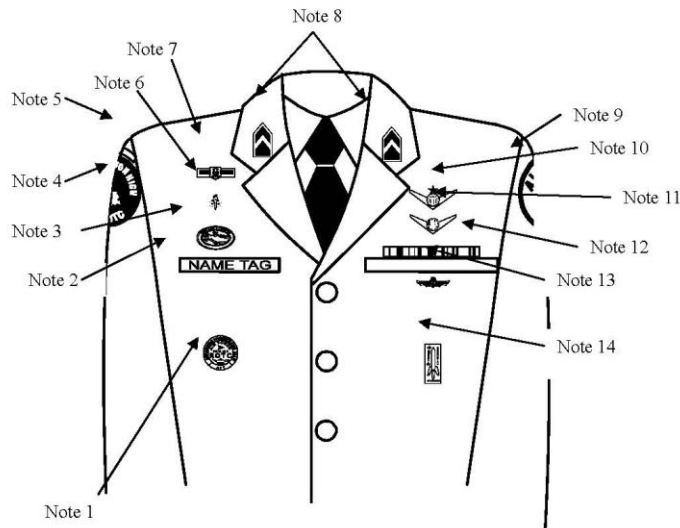
6. Bring "A" down through the knot in front.

7. Using both hands tighten the knot and draw up to collar.

Attachment 7

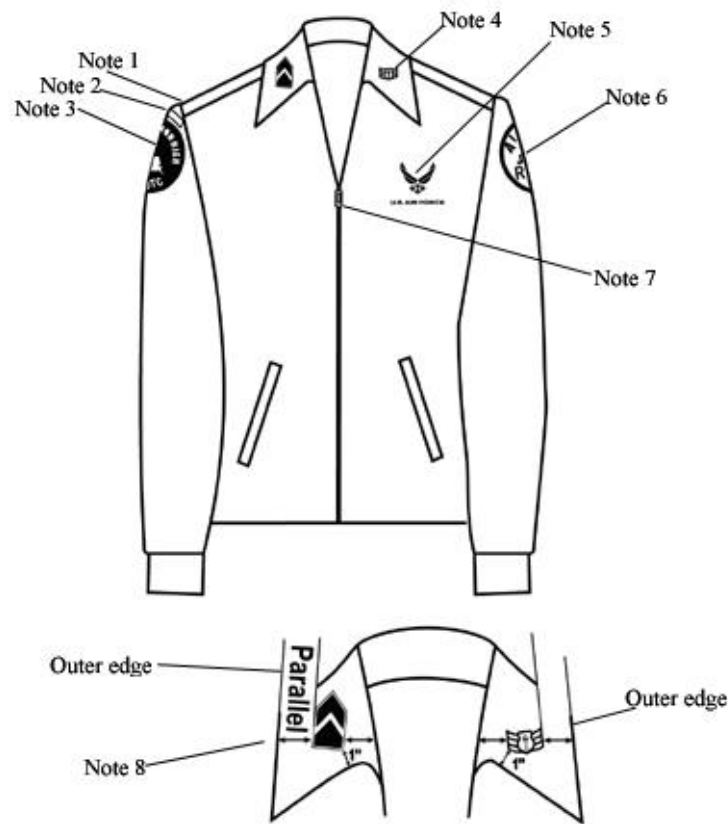
CADET MALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet $\frac{5}{8}$ in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.

6. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

AIR FORCE JROTC CADET CREED

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who serve their community
and nation with patriotism.

I earn respect when I uphold the Core Values of Integrity First, Service Before Self,
and Excellence in All We Do.

I will always conduct myself to bring credit to my family, school, Corps of Cadets,
community, and to myself.

My character defines me.

I will not lie, cheat, or steal.

I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

I will honor those I serve with, those who have gone before me, and those who will
come after me.

I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead.

I am an Air Force Junior ROTC Cadet.

**AIR FORCE SONG
(Into the Wild Blue Yonder)**

(Verse I)

Off we go into the wild blue yonder,
Climbing high into the sun
Here they come zooming to meet our thunder
At 'em boys, Give 'er the gun!
Down we dive, spouting our flame from under
Off with one heck of a roar!
We live in fame or go down in flame. Hey!
Nothing can stop the U.S. Air Force!

(Verse II)

Minds of men fashioned a crate of thunder
Sent it high into the blue
Hands of men blasted the world a-sunder
How they lived God only knew!
Souls of men dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before And bombers galore.
Nothing can stop the U.S. Air Force!

(Verse III)

Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of his brother men who fly.
We drink to those who gave their all of old
Then down we roar to score the rainbow's pot of gold.
A toast to the host of men we boast, the U.S. Air Force!

(Verse IV)

Off we go into the wild sky yonder,
Keep the wings level and true
If you'd live to be a grey-haired wonder
Keep the nose out of the blue!
Flying men, guarding the nation's border,
we'll be there followed by more!
In echelon we carry on
Oh, nothing'll stop the Air Force!
Nothing'll stop the U.S. Air Force!



**Ola High School
Alma Mater**

Raise your voice, for the days of Green and Gold, we proudly lift up high.

Through the years sharing tears and laughter, our memories never die;

All our dreams and hopes begin here and continue through our lives.

We will always remember our days at Ola High.

We will always remember our days at Ola High.

Honor Code

“We will not lie, steal or cheat, nor tolerate among us anyone who does.”

Air Force Motto:

“Aim High...Fly, Fight, Win!”