



**U.S. AIR FORCE
ROTC**

**JONESBORO HIGH SCHOOL
UNIT GA-041 AFJROTC UNIT
CADET GUIDE**

*“Do Not Meet The Expectations
Exceed Them!”*



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CHAPTER 1

THE AFJROTC PROGRAM

1-1. Public laws 88-647 and 93-165 authorize the Secretary of each military department to establish and maintain the Junior Reserve Officers Training Corps at both public and private high schools.

1-2. Department of Defense Directive 1205.13 prescribes policies for Junior JROTC in secondary (high) schools.

1-3. Air Force Instruction 36-2010 prescribes policies and procedures for the organization, administration, and operation of the AFJROTC program. It covers such areas as the AFJROTC mission, objectives, and educational curriculum requirements. It also contains information on the enrollment and disenrollment of cadets, and supply and logistic support procedures from the host Air Force installations.

1-4. Air Force Junior ROTC Guide establishes procedures for organizing and operating the cadet corps. It prescribes the course of instruction in Aerospace Science and Leadership Education conducted by schools hosting the AFJROTC program.

1-5. The Clayton County School System has entered into a contractual agreement with the United States Air Force to operate and support the AFJROTC program at Jonesboro High School. The school system agrees to provide adequate facilities for the classroom, drill instruction, and storage of equipment, to provide a course of military instruction, and to limit membership in the unit to students who maintain acceptable standards of academic achievement and conduct prescribed by the Secretary of the Air Force. The Air Force will provide retired commissioned and non-commissioned officers to administer and instruct the program, necessary text materials, equipment and uniforms, and will establish acceptable standards of performance and achievement.

CHAPTER 2

MISSION AND OBJECTIVES

2-1. Mission and Objectives

- A. The mission statement of the Air Force JROTC is: “To develop citizens of character dedicated to serving our nation and community.”
- B. The goal of the AFJROTC program is to instill in high school cadets the values of: citizenship, service to their communities, personal responsibility, and a sense of accomplishment.
- C. In accomplishing its mission, the cadet organization will satisfy the following objectives:
 - (1) Encourage a high degree of personal honor, self-reliance and leadership
 - (2) Promote patriotism.
 - (3) Promote habits of orderliness and precision.
 - (4) Develop respect for constituted authority.
 - (5) Develop the ability to perform basic military drills and ceremonies.
- D. UNIT GOAL for community service hours: 550

2-2. **Academic Objectives**

Each cadet will endeavor to:

- A. Develop attitudes for the highest degree of personal integrity, self-reliance, self-discipline and commitment to the responsibilities associated with a cadet and a young, active United States citizen.
- B. Become a better informed citizen on matters dealing with aerospace.
- C. Know vocational, educational and leadership opportunities offered by aerospace agencies.
- D. Understand the potential impact of aerospace on the social, political, economic and military systems of the United States.
- E. Develop a list of beneficial effects that have occurred as a result of efforts in aerospace.
- F. Become familiar with aerospace vehicles and the principles that govern their operation.
- G. Become familiar with the purpose and structure of the U.S. Department of Defense, with detailed attention to the U.S. Air Force.

2-3. **Leadership Objectives**

Each cadet will:

- A. Wear the uniform and insignias in accordance with the AFI 36-2903 and recognize the insignia of other cadets and active duty service grades.
- B. Execute basic movements, positions, and facings of drill as an individual and in unison with the members of the squad, flight and Group. Accordance to the AFI 36-2203
- C. Correctly, promptly and proudly execute the salute.

- D. Demonstrate knowledge of Air Force customs and courtesies and conduct himself/herself in a socially acceptable manner, in uniform and in civilian clothes.
- E. Give appropriate commands at the proper pitch, volume and cadence. Be able to perform the duties of guide and guidon bearer, flight sergeant, flight commander and other duties as required or assigned.
- F. Understand why there must be respect for authority in any organization and demonstrate understanding by following orders promptly and to the best of one's abilities.
- G. Develop a knowledge and respect for constitutional authority. Exercise Core values.
- H. Develop knowledge of the procedure for honoring the **American flag**, the **National Anthem**, and to the **Colors** when participating in military ceremonies. Also, learn the daily procedure to raise/lower the school flags.
- I. Develop exemplary habits of orderliness and precision to prepare for responsibility and responsible leadership.
- J. Participate in our AFJROTC Wellness Program, a weekly physical fitness/wellness training session to give cadets an opportunity to put into practice the wellness concepts that are taught in Leadership Education.
- K. **Cadets MAY NOT CHANGE out of their uniform after their class period ends.**
- L. **ABSOLUTELY** no PDA(public display of affection) in the uniform if caught you will be given a grade of zero for the day of uniform inspection

2-4. **Benefits to Each Cadet**

- A. The AFJROTC Aerospace Science and Leadership education course will help you gain a better understanding of the importance of the world around you and your other high school courses. You will see how the knowledge one gains in each subject is applied to many segments of aerospace science.
- B. You will receive one elective credit for each year of AFJROTC Aerospace Science and Leadership education.
- C. If you complete at least three-years of the AFJROTC program and attend college, you are eligible to receive credit for one year of the Air Force ROTC four-year college program.
- D. In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. For specifics, refer to Table 2.1 of Air Force Recruiting Service Instruction (AFRSI) 36-2001, Recruiting Services for the Air Force. Cadets may be entitled to credit in the Senior ROTC program. See AFROTCI 36-2011, Administration of Senior ROTC Cadets. Title 10 USC sets aside up to 20 nominations per Service Academy for “honor graduates of JROTC honor schools.”

CHAPTER 3

UNIT ORGANIZATION AND OPERATION

In any organization, it is necessary to assign responsibility and authority to some members to ensure that all the organization's goals are met. At the top of our chain is the school principal. Beneath him/her are the Instructors, cadet staff, flight Officers and NCOs. Each cadet Officer or NCO has specific areas of responsibility, but they all have the added responsibility of helping to maintain discipline and esprit-de -corps in our unit. This chapter covers the organization of the GA-041 Cadet Group. Attachment 7 outlines the primary duties of each of the key positions in the unit. It is each cadet's responsibility to be familiar with those duties and to support the people in those positions in performing their duties. Cadet Officers and NCOs are given only the amount of authority necessary to perform their primary duties and to assist the instructors in maintaining discipline.

3-1 RANK AND POSITION

Cadets are selected for and hold their positions and rank based on the instructors' evaluation of their leadership abilities, sense of responsibility, maturity, academic performance, and participation. Positions are rotated periodically to give cadets opportunities to learn and perform different jobs, and to permit other cadets to experience leadership roles. Cadets may nominate themselves or other cadets for positions within the flight or the Group staff by contacting their Flight Sergeant, Flight Commander or the Instructors. Issues which cadets wish to have addressed or problems which may arise should first be brought to the Flight Commander or Flight Sergeant. If necessary, they will carry the issue or problem to the Operations Squadron Commander and so on, until the issue is resolved or Instructors are asked to resolve it or take action on it. Of course, personal problems between cadets should be resolved between those cadets, if possible. Ideas or suggestions for the benefit of the cadet corps should be forwarded up the chain in the same manner—although any cadet may speak with the instructors at any time. Ranks are temporary and permanent with the discretion of the SASI following the ASI.

3-2 OPERATIONS

Special business affecting the entire corps of cadets will either be taken care of in periodic staff meetings or, if necessary, during special meetings called by the Instructors (Mandatory).

Staff Meetings: First Tuesday of each month

Staff Meetings for Top 3: Twice a month on Mondays

Routine Group business is normally conducted during the periodic cadet staff meeting, which all cadet staff officers are required to attend. Flight Commanders are always invited and other cadets may attend with prior permission from the Group Commander or the Instructors.

Flight business such as passing on information from the staff meetings, etc. is normally conducted during the first few minutes of class on the day following the Group staff meeting. The Flight Commander may request additional time from the Instructors as he/she deems necessary, or may call a flight meeting with prior Instructor approval.

Business such as practices for the drill team and color guard will normally be conducted after school. Periodically, meetings will be held by the command staff of the unit. Cadet additional duties will be exercised at these times during the class period. There should be a meeting twice every month for top 3 cadets.

GA-041 Air Force JROTC Cadet Group
Jonesboro High School
7728 Mt. Zion Blvd
Jonesboro, Georgia 30236

GA-041 AFJROTC Cadet Group

1 Aug 2021

Administrative Order Number 1-01

Pursuant to authority contained in AFJROTCI 36-2001, the following named cadets of this organization are hereby appointed to the indicated staff/command positions and will serve with the temporary grades as listed below:

<i>STAFF/COMMAND POSITION</i>	<i>MIN GRADE</i>	<i>MAX GRADE</i>
Group Commander	C/Capt	C/Col
Deputy Group Commander	C/1 st Lt	C/LtCol
Senior Advisor	C/1 st Lt	C/LtCol
Inspector General	C/2 nd Lt	C/LtCol
Command Chief	C/CMSgt	C/CMSgt
Ceremonies Executive	C/2 nd Lt	C/Maj
Mission Support Squadron	C/2 nd Lt	C/Maj
Logistics Squadron	C/2 nd Lt	C/Maj
Service Squadron	C/2 nd Lt	C/Maj
Quality Assurance Team	C/2 nd Lt	C/Maj
Drill Team Commander	C/2 nd Lt	C/Maj
Alpha Squadron	C/1 st Lt	C/Maj
Bravo Squadron	C/1 st Lt	C/Maj

	<i>NCOIC</i>	<i>OIC</i>
Personnel	C/SSgt	C/Capt
Finance Mngt.	C/SSgt	C/Capt
Information Management	C/SSgt	C/Capt
Physical Fitness	C/SSgt	C/Capt
Special Projects	C/SSgt	C/Capt
Public Affairs	C/SSgt	C/Capt
Color Guard	C/SSgt	C/Capt
Saber Team	C/SSgt	C/Capt
Flight Commander	C/TSgt	C/Capt
Flight Sgt	C/SSgt	

In the first semester of JROTC, flight commanders for first year flights will be ranked as SSgt and will be promoted to a TSgt second semester if they are qualified with the appropriate leadership abilities.

CHAPTER 4

ADMISSION, TRANSFER, AND DIS-ENROLLMENT OF STUDENTS

4-1 Eligibility: ENROLLMENT

To be eligible for enrollment and continuance in the JROTC program, a student must be:

- Enrolled in and attending a regular course of instruction at Jonesboro High School
- At least 14 years of age upon enrollment
- Of good moral character
- Physically fit to participate in ROTC training. Cadets are considered physically fit if they are qualified for the Jonesboro High School physical education program.
- A male or female citizen of the United States. A citizen of a foreign country recognized by the United States may be admitted as a Special Student at the discretion of the Principal at Jonesboro High School, if the student presents a letter from an authorized representative of the student's government stating that the government concerned has no objection to the student's receiving AFJROTC instruction.

Transfer of students from Army, Navy, Marines, or other AFJROTC units may be permitted with full credit given for training already received.

DIS-ENROLLMENT

Normally, cadets will not be dis-enrolled from JROTC training without authorization from the SASI and/or Principal. A cadet may be dis-enrolled for any of the following reasons:

- Failure to maintain acceptable course standards, i.e., haircut, grooming, proper wear of the uniform, etc.
- Inaptitude, indifference to training, disciplinary reasons or reasons involving undesirable character traits.
- Failure to remain enrolled in school.
- Individual request for release at the end of a school year.
- Non-volunteer for JROTC.

Reserved Cadets

Reserve cadets are cadets that have completed at least one year of JROTC, who enroll into this program from another school and/or previous cadets that have full schedules. Reserve students may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets are allowed to participate in all of John Bowne's AFJROTC activities, which involve:

- Community Service.
- Drill Team.
- CIA trips.
- Raiders Team.
- Academic Team.
- Co-curricular Activities, etc.

All cadets must be enrolled in the AFJROTC academic program which includes aerospace science and leadership classes; however, a reserved cadet is only allowed to participate in John Bowne's Physical Training Period **without** having Aerospace Science or Leadership classes. Cadets are only allowed to go Reserves if Cadets **ONLY COMPLETE AS100 Course** (One year of AFJROTC Aerospace Science and Leadership Class). Time in reserve status **does not** count towards the Certificate of Completion.

Foreign Exchange Cadet:

Local school policy will be followed in determining the eligibility of a foreign cadet to participate in the AFJROTC program. If approved by the school to participate, foreign cadets will fully participate in the program and are required to meet all standards:

- Must have basic drill knowledge.
- Must pass all classes with at least a 70.
- Must not have a suspension record within a year.
- Must follow John Bowne High school's and Cadet's regulation.

4-2 Cadet Obligation:

Each cadet will agree, as evidenced by his or her signature on the Enrollment Agreement, to abide by the rules and regulations of the Aerospace Science Department and will accept the responsibility for the care and maintenance of uniforms, books and other issued equipment.

CHAPTER 5

CERTIFICATES OF TRAINING AND COMPLETION

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

A. CERTIFICATE OF COMPLETION: Presented to cadets of good standing who complete three years of the AFJROTC program. Cadets must have this certificate in their possession upon signing up for the senior AFJROTC program.

(1). With the CERTIFICATE OF COMPLETION, the cadet may be excused from one year of the General Military Course (GMC) of the senior AFJROTC program. This privilege must be arranged with the Professor of Aerospace studies (PAS) at the time of enrollment.

(2). After graduation, if the cadet elects to enlist in the Armed Forces, the CERTIFICATE OF COMPLETION may provide for promotion to pay grade E-2 or E-3 when accepted by the service. This promotion at the time of enlistment provides for an immediate monetary benefit. It also places the cadet ahead of all other personnel enlisting at the time and, theoretically, makes the cadet eligible for promotion before other enlistees who enter at the same time.

(a). AFJROTC graduates without prior service who qualify according to AFR 33-3, are high school graduates, and who present an Official Air Force CERTIFICATE OF COMPLETION may enlist in the Regular Air Force or Air Force Reserve in the pay grade of E-3.

(b). AFJROTC graduates who are high school graduates and otherwise qualify may enlist in the Air National Guard. Those who present an Official CERTIFICATE OF COMPLETION may be enlisted in the pay grade of E-3: those who satisfactorily complete at least two years and provide written evidence of program participation from the service component or the school conducting the program may be enlisted in the pay grade of E-2.

B. CERTIFICATE OF TRAINING: Presented to cadets of good standing who complete two years of the AFJROTC program.

(1). With the CERTIFICATE OF TRAINING, the cadet may be excused from one academic term (semester or quarter) of the General Military Course (GMC) of the Senior AFJROTC program. This privilege, again, must be arranged with the Professor of Aerospace Studies (PAS) at the time of enrollment in a college or university.

(2). These certificates are not awarded automatically based solely on academic grades. Consideration is given to total performance and

achievement as a member of the Group. It is possible to complete the course for academic credit but not be considered to have met the total course requirements. Final determination for awarding the certificate is made by the Senior Aerospace Science Instructor and the Jonesboro High School Principal.

CHAPTER 6

HOW TO SUCCEED IN JROTC

6-1 Rules for Successful Completion of AFJROTC

- a. A minimum 75% academic average in JROTC class.
- b. Proper wear of the uniform.
- c. Compliance with required appearance and grooming standards.
- d. Participation in minimum of 3 cadet corps activities
- e. Participation in physical training days

6-2 Course Interest, Attitude and Participation

In order to establish and maintain esprit de corps, all cadets must take an active interest in all phases of the course. This will provide cadets with the complete AFJROTC experience, ensure understanding of the program, and help establish a strong retention and recruitment program.

A. Classroom Participation

- 1.) It is each cadet's personal responsibility to attend class each day, to actively participate in classroom activities, and to adhere to established standards of conduct and behavior in the classroom.
- 2.) It is each cadet's personal responsibility to contact the instructor(s), within **3 days** of the day of absence, to make up any assignments missed due to absence, no matter what the reason for the absence.
- 3.) It is each cadet's personal responsibility to properly track his/her absences and attend make-up Uniform Inspection days. Instructors will inform cadets how many absences, tardies or uniform inspection grades are "In the Book" **if requested.**

B. **CO-CURRICULAR Participation** – The cadet corps offers a number of co-curricular activities, which, while not required, are an important part of the JROTC program. All cadets are encouraged to get involved, and participate in as many of these activities as possible.

- 1.) Co-curricular/curricular activities may include some of the following:
 - a) Color Guard/Drill/Saber Team – Presents the Colors at sporting events, parades, civic and school events; competes with teams from other JROTC units.
 - b) Competition Drill Team(s) – Presents precision marching exhibitions at school and civic events; competes with teams from other JROTC units.
 - c) Parades – The Group participates in a number of local civic groups, and school-sponsored parades.
 - d) Community Involvement Activities – The Group is active in supporting a number of community groups in their charitable and community activities.
 - e) Flag Raising/Lowering Detail – The first and last period classes are responsible for the raising/lowering of the U.S. and GA flags.
 - f) CIA Trips – Cadets of the group will occasionally visit military installations and other locations related to the curriculum, such as the Military Entrance Processing Station (MEPS) or base tours when the school schedule allows.

- 2.) Participation in co-curricular activities is both a responsibility of cadets and a privilege reserved just for cadets or other non JROTC students with the approval of SASI or Principal. The above list is not all-inclusive. We will participate in a wide variety of activities as opportunities arise and cadet interest and participation merits.

Participation in co-curricular activities is predicated upon receiving a C average each grading period. Any time you experience difficulty in any of your classes, you will be suspended from participation until you display improvement as approved by the SASI.

CHAPTER 7

CLASSROOM PROCEDURES AND CONDUCT

CONDUCT: All cadets will abide by the following rules and will receive a weekly grade based on their conduct/behavior:

- A. **No food, flavored drinks, or chewing gum** will be consumed in the classroom by all students without permission of the instructor. Water may be consumed.
- B. No sleeping will be permitted in class. If necessary, quietly stand and move to the rear of the room. **Stand At Ease and do not talk.**
- C. Cadets are to stand at “parade rest” beside their seats after entering the classroom; come to attention upon a cadet “opening” the class. Cadets will not sit until told to do so by the “opening” cadet, the Instructor, Flight Sergeant, or Flight Commander. Cadets should make an effort to be at PARADE REST when the bell rings—cadets are tardy if not inside the classroom before the door shuts. In the process of taking attendance the Flight Commander calls the room to ATTENTION; the Flight Sergeant guards the door outside and records the cadets who are Tardy. The Cadets who are Tardy will do 20 pushups and then wait until attendance is done being taken by the Flight Commander to come into the classroom.
- D. Cadets will display proper courtesy and manners toward the instructors and other cadets at all times. Interrupting or talking at inappropriate times

will result in disciplinary action. Profanity, vulgar language, or disruptive comments will not be permitted.

- E. Cutting down or making fun of fellow cadets will not be tolerated. **Hazing** in any form or fashion will result in immediate disciplinary action, including removal from any position and temporary rank held. Hazing means any form of harassment by abusive or ridiculous treatment. Cadets will not be subjected to any form of abuse, verbal or physical, as a means of discipline. There will be no “putting cadets in a brace”, ordering cadets to do push-ups or other physical exercise, or any other activity which ridicules, belittles, embarrasses, or demeans a cadet. Higher-ranking cadets will only exercise their authority in matters directly related to corps activities—in most cases, only when actively participating in a corps activity. However, this does not prevent cadets of all ranks from respectfully and courteously “reminding” other cadets of their responsibilities as representatives of the corps, or from attempting to stop other cadets from activity that is disrespectful to the uniform or gives an unfavorable impression of the corps. Such action, however, must be done in a **tactful manner** and should not be done in a way to embarrass or humiliate the offender.
- F. No walking around during class unless given permission by the Instructor. Sharpen pencils before class and hold trash until after class. Do not get up from your desk without requesting permission from the instructor at the front of the class!
- G. When an instructor, administrator, or active duty military enters the classroom, the first cadet that first sees them enter will call the room to attention and will wait until they acknowledge them to have seats. Cadets will only call the room to attention the FIRST time they enter the room.
- H. Cadets will not be dismissed until all cadets have come to the position of attention. No loading of book bags, putting on coats, etc. until the flight is dismissed.
- I. No sitting or writing on or in any way defacing or damaging desks, walls, or other classroom contents. This will not be tolerated! If this

does occur, you will be charged for the damage. Keep the classroom clean. Pick up all litter and trash around your area before departing the room.

- J. The Flight Commander or Flight Sergeant is “in charge” anytime an instructor is not in the room. He/she is responsible for making sure all classroom rules are observed and enforced.
- K. No headphones should be worn in the JROTC wing facility unless authorized by an instructor. Absolutely no wearing of headphones, earbuds, or listening device while in uniform except where medically indicated. No phones should be out during the instructional period.
- L. Male cadets are allowed to wear earrings in class, but not in uniform.
- M. Flight Commander and/or Flight Sergeant will assign a cadet a job of cleaning the classroom each week. This cadet will be graded based off of the completion of this task. All students will have the opportunity to participate.
- N. If a student is not in JROTC, they are not allowed to be in the JROTC classes. or wings facility.
- O. No malingering allowed
- P. Once a cadet has an unexcused tardy, the student is required to do 20 push ups outside of the classroom before entering for procedures.

CHAPTER 8

UNIFORM & PERSONAL GROOMING

8-1 RULES FOR WEAR

- A. In accordance with Air Force instructions /regulations, cadets must wear their uniforms a minimum of one day each week, unless otherwise announced. **Tuesday** is the uniform day for the Jonesboro AFJROTC. Maximum inspection grade possible is 100%. ***Changes to the uniform wear day may occur.***
- B. If a uniform day is missed due to an excused absence or another acceptable reason, cadets may “make-up” the missed day by wearing

the uniform the next day they attend school and will start off with 100%. When a cadet makes up their missing uniform day their initial grade will start at 70%. It is the cadet's responsibility to contact an instructor to get credit for a uniform make-up day; otherwise a **ZERO** grade will be given for that week. ***Cadets must make up uniform wear within that week.***

- C. Cadets will plan ahead for wearing the uniform. If it needs cleaning, it should be cleaned immediately so that it will be available for wear on the following uniform day. "My uniform is in the cleaners" is NOT a valid excuse.
- D. Cadets are always expected to wear their uniform on uniform days. Cadet **Drill Team and/or Color Guard** members will be excused from wearing their uniform the week of a drill and/or color guard competition. **Cadets, who are performing community service or other related AFJROTC duties,** will be excused from wearing their uniform during the week of the activity.
- E. On uniform day, cadets are required to wear the uniform ALL DAY—from arrival at school until the end of the school day. Prior permission from an instructor must be obtained for exceptions. This does NOT release cadets from the need to change for gym class, etc. Also, cadets are expected to protect the uniform by changing out of it or wearing protective clothing during shop, chemistry or other classes if activities in that class may cause soiling or damage to the uniform. ***If cadets fail to follow these orders, cadets will receive a "0" grade.***
- F. IN UNIFORM means the complete uniform. When the Service Coat (b) is worn, it must be buttoned up at all times. Ties or tie tabs MUST be worn at all times with the long sleeve shirt or Service Coat, or short sleeve blue shirt while wearing a tie. Hats are not required when walking to and from your car or bus and any time you are outside while on campus unless you are in public. When wearing the jacket, it must be zipped up at least halfway at all times.
- G. Cadets **WILL NOT** engage in any disrespectful activity while in uniform or which might give an observer an unfavorable impression of the cadet corps, Jonesboro High School or the United States Air Force. Cadets will keep in mind at all times that while wearing the uniform,

they are representatives of all three organizations. If a cadet is caught engaged in any disrespectful activity (for example, fighting) the uniform will be taken from the cadet and the cadet will receive a “ZERO” for an inspection grade the remainder of the semester or until the SASI agrees to return the uniform with no exceptions. Self-Defense will be permitted, further investigations will be launched (uniform will not be worn until the investigation has been completed).

- H. Cadets **WILL NOT** wear the uniform if they are assigned ISS. Cadets may “make-up” the missed day(s) by wearing the uniform the next day they **ARE NOT** in ISS.
- I. Cadets will not engage in any PDA activity with another student/cadet.
- J. Profanity WILL NOT be permitted while wearing the uniform.

8-2 GENERAL RULES

- A. **Male** cadets will be clean-shaven unless under a doctor’s care, validated in writing. Hair must be off the collar and off the ears. At no time will a cadet have a design in his hair or dyed hair of unnatural color. Moustaches are permitted but must not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn from the corner of the mouth. Sideburns must not extend below the lower opening of the ear. A male cadet is not to wear any type of jewelry on his face or ears while in uniform.
- B. **Female** cadets with hair that extends below the collar must keep their hair pinned up anytime they wear the uniform. The hair should not be too full or high on the head where it interferes with wearing the flight cap. If pins, combs, barrettes or other items are worn, they should match the hair color, be plain and modest. At no time will a cadet have a design in her hair or dyed hair of unnatural color.
- C. Except for the shoes, socks, and personal ribbons, all uniform items must be turned in or accounted for at the end of the school year. Lost uniform items must be paid for promptly. Your uniform has to be ***dry cleaned*** before it is turned in.

- D. During the year, the coat, jacket, hat, necktie, trousers, slacks and skirts will be dry cleaned only. **They cannot be washed!** We do not recommend ironing the uniform.
- E. Civilian garments are never worn with the uniform.
- F. The Service Coat may be removed in the classroom to avoid binding and wrinkling. It will never be unbuttoned while outside the classroom. When the Service Coat is removed in the classroom, it will be carefully draped over the side or back of the chair. The Service Coat will be put on and buttoned before leaving the classroom. The Service Coat is not required to visit the restroom during class.
- G. Replace missing buttons promptly. They may be obtained in the supply room from the ASI. Buttons and insignia are made of oxidized silver and are not to be polished.
- H. Wristwatches, identification bracelets and rings may be worn but they must be conservative in nature. A total of three rings may be worn. Only one bracelet may be worn. It must be no wider than one inch, not detract from the military image and not be a safety hazard. Female cadets may wear small stud type earrings. Necklaces, pendants, nose rings and other conspicuous adornments are prohibited.
- I. For females, the name tag is always worn over the right breast, parallel and centered on the top seam of the simulated pocket. Directly above the pocket and centered for males.
- J. Wear only the shoes that were issued to you with the uniform. Shoes will be highly polished at all times. Blacken the sides of the heels and soles as well.
- K. Hands should be kept out of pockets at all times.
- L. Trim loose strings and frayed seams on the uniform.

- M. Cadets will not participate in any political, racial or social demonstration while in uniform.
- N. Hitchhiking, performing hard labor or engaging in sporting activities while in uniform is prohibited.
- O. No smoking or use of tobacco products on or off school grounds or at JROTC functions on or off campus, or while wearing the JROTC uniform or AFJROTC T-shirt.

8-3 Uniform requirements for MALE CADETS:

- A. The flight cap is worn with the front crease toward the center of the forehead, two fingers width above the right ear and one finger width above the eyebrow. Always wear the flight cap outdoors but never indoors. Hats will be neat, clean and wrinkle free. When not being worn, the flight cap should be tucked under your belt on your left waist.
- B. The socks must be high solid black WITHOUT logos. Ankle socks are not permitted!
- C. The shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves. No item will be worn in the shirt pockets.
- D. The rear pockets will be buttoned at all times and articles carried in the pocket will not be visible.
- E. Your “gig” line is the line formed by the shirt buttons, the belt buckle and the fly of your trousers. These should always be in line—check it frequently during the day.
- F. Male cadets may wear a white clean V-neck T-shirt under the short sleeve shirt or long sleeve shirt. Crew neck T-shirts may be worn when

wearing a tie. Male T-shirts will be plain **white** with no writing or pictures visible through the light blue shirt.

- G. The preceding rules apply to on and off campus activities. REMEMBER, people see you as the Air Force, so don't do anything to embarrass the Air Force, your fellow cadet, instructors or the cadet corps.

8-4 **Uniform Requirements for FEMALE CADETS:**

- A. The female flight cap will be worn outdoors but not indoors. The flight cap is worn with the front crease toward the center of the forehead. The cap insignia is aligned approximately above the left eye.
- B. Pant legs will not be altered except for length.
- C. Skirt length will be one inch above or one inch below the kneecap. Skirts will hang freely and will not be tight.
- D. Low quarter shoes will be issued with the uniform and are recommended for wear during drill periods. Black pumps may be purchased by female cadets as an optional item for wear with the uniform. Military shoes will be highly polished at all times.
- E. Nail polish is prohibited unless it is French tips, nude, or red. (No fire engine/bright red)

- 8-5 **A REMINDER:** The Air Force Uniform represents one of the most respected traditions of our country and must be worn in a manner to honor the heritage it represents.

WEAR IT WITH HONOR!!!

UNIFORM REQUIREMENTS FOR PT DAY

Cadets are required to wear their grey air force PT shirt and blue shorts with tennis shoes on PT days. Girls are allowed to have their hair down as well as in a bun or ponytail. All cadets are required to participate in PT. If failure to do so, it will affect your overall PT grade.

CHAPTER 9



CURRICULUM GRADING AND DISCIPLINE GRADES

9-1 AFJROTC GRADES

Your course grade in JROTC is determined by several factors. First, you must understand that the program consists of a “split” curriculum. That is you are actually taking two different, though closely related, courses at the same time.

Forty percent of your grade will come from the Aerospace Science (AS) part of the curriculum. Within AS, your grade will be based on your work in the classroom, written and performance tests and quizzes, etc. just as with most other courses.

Forty percent of your course grade will come from the Leadership Education (LE) portion of the course. Within this forty percent, you will be graded on four areas. These areas are: 1) Academics (tests) 2) Customs and Courtesies 3) Wear of the Uniform (required weekly) and 4) Attitude and participation which are recorded Weekly by your Flight CC or Flight Sgt on the Discipline Grade Sheets located at Attachment 4.

Twenty percent of your course grade will come from participation in the weekly fitness/wellness program.

- A. **Academics** – are those classroom activities associated with most courses – tests, quizzes, workbook exercises, handouts, class/homework, etc.
- B. **Customs and Courtesies** – This refers to how well you observe and adhere to the military customs and courtesies taught in the course. Generally, this area will be rated when you are involved in drill or other activities outside the normal classroom setting.

- C. **Wear of the Uniform** – means all activities associated with wearing the JROTC uniform properly and proudly. This includes wearing the uniform on designated uniform days and to designated AFJROTC activities. It also includes paying attention to detail to ensure your uniform presents the image required, keeping it clean, etc. And it includes your compliance with the personal grooming standards required of cadets. Weekly inspections will be conducted for these requirements. Each weekly wear of the uniform has a maximum value of 100-points and will be counted as a Uniform Inspection grade under the Performance category in the grade book.

NOTE: Refusal to wear the uniform properly, after correction by the instructor will result in a conference with the parents/guardians. If not corrected, after the conference, the cadet will receive an “F” grade or be disenrolled for the semester regardless of their academic average. The cadet will also turn in their uniform.

- D. **Attitude and Participation Weekly Discipline Grades** – It is based largely on the Instructors’, Flight Commanders’ and Flight Sergeants’ perception of your actions and discipline/behavior as a part of the corps of cadets. To get the maximum grade in this area, cadets must show an effort to be as active as possible in the corps – participating in class, supporting the cadet officers and NCOs, setting an example for other cadets and the school populace in general, accepting responsibility, demonstrating personal integrity, being dependable, etc. No one is penalized for not being **able** to participate in extracurricular corps activities, but participation in extracurricular corps events will impact promotional and position opportunities.

9-2 Additional Points (Worked through your Instructor)

All cadets have an opportunity to gain additional points by first, discussing with the appropriate instructor and #2 doing the following:

- A. Additional homework as assigned by your instructor.
- C. Verbally brief class on assigned subjects from the SASI/ASI.
- D. Clean JROTC room (the SASI’s discretion) for approximately one hour.

- E. One community service (within the corps or outside if prior permission given).
- F. Write a report on an assigned subject (500 words)



CHAPTER 10

CLOTHING AND EQUIPMENT

Protecting government property is everybody's responsibility. All of your uniforms (with the exception of the shoes and socks) and equipment items are loaned to you by the United States Air Force. These items remain the property of the Air Force. These items remain the property of the school and the Clayton County Board of Education as well. Each item of uniform and equipment must be accounted for at all times.

At the time you are issued your uniform and items of equipment, you will be required to sign a Custody Receipt Form and place your initials on each line for individual items of uniforms, equipment, and textbooks. Each item then becomes your personal responsibility and if you lose it, willfully or negligently destroy it, you or your parents will be required to pay for it. The cost of replacement will be a cost that is in effect when the account is scheduled to be cleared.

One complete uniform with all accessories and insignia will be issued to each cadet as a minimum. It is most important that each cadet understands that all items of uniforms, textbooks and equipment (with the exception of shoes and socks) must be returned or paid for at the end of the school year. Grades and/or diplomas will not be released to a student until all JROTC equipment, books, and uniforms have been turned-in or paid for. In addition, certain more drastic legal measures are available to recover government property.

To preclude unnecessary expense to the cadet, and delay of grades and diplomas, and to provide for efficient turn-in, the following suggestions are offered:

- Do not leave uniform items in unlocked lockers or unattended in other places at school.
- Do not lend uniform items to other cadets or students.
- Do not permit another person to turn in personal uniform items, equipment or textbooks.
- Do not lend insignia or similar items to your significant other.

- Do not carry the flight cap with your books. If not being worn, tuck in under your belt on your left side with the insignias down and facing out.
- Do not place your uniform in someone else's locker.
- Do be alert for uniform items left or misplaced by another cadet. Turn in such items to the Military Property Custodian.

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

When turning in or exchanging uniform items or other property, deal only with the designated Military Property Custodian (MPC). No other individual may accept such turn-ins.

The Custody Receipt for uniforms, textbooks, and equipment you will sign contains the following declaration: "I hereby acknowledge receipt of and responsibility for all items in the issued column above that are initiated by me and I agree to exercise care and caution in its cleaning upon demand or at any time I am no longer enrolled in JROTC."

Cadets must assure that when turning in uniforms, equipment, or textbooks that the Custody Receipt is initiated by the MPC as being turned in, and that the original receipt is returned to the cadet after turn-in is complete.

THE UNITED STATES AIR FORCE UNIFORM IS THE SYMBOL OF A PROUD AND HONORABLE SERVICE. WEAR IT WITH PRIDE AND CARE IT DESERVES!



CHAPTER 11

SALUTING RULES

The salute, in its various forms, is a courteous exchange of greetings and is considered the normal military greeting throughout the world. In many countries, as in our own, it is a symbol of respect. Military personnel consider the salute as a courteous and respectful greeting between members, and it is one of the oldest traditions binding military professionals together.

You will be taught the proper manner of saluting and the rules which govern the salute throughout the military services. There are special rules at Jonesboro High School governing the salute and saluting areas with which you must become thoroughly familiar.

Cadets in uniform will salute officers of the United States armed forces, the SASI (Senior Aerospace Science Instructor) and for training purposes or when reporting to the SASI. The junior ranking person salutes first and holds the salute until the senior person returns it. The practice of saying YES SIR and NO SIR or YES MA'AM and NO MA'AM to the ASI/SASI and cadet officers that outrank you is observed in the cadet program. This is a long established courtesy and while you may find it difficult at first, it will soon become a habit of proper military courtesy.

Cadets when entering offices, command staff rooms or logistics will stand at attention salute and request permission to enter and will wait for the instructor or cadet with the highest rank in the room to respond permission granted/denied. During flag detail, all cadets participating will salute while the flag is raised or lowered whether in uniform or not.

When attending an outdoors sporting event or similar function, cadets in uniform will stand at attention, facing the flag, and salute during the presentation of the Colors and/or playing of the Nation Anthem.

Hand salutes are NOT rendered indoors except when reporting to a senior officer. The exception to this is that saluting indoors is permissible for training purposes.



CHAPTER 12

PROMOTION OF CADETS

12 – 1 RANK

This is only a guide and does not address all situations. The SASI will evaluate and approve unique situations on their own merit. The positions, the number of positions, and the grades authorized for the Jonesboro High School AFJROTC Group are covered in Chapter 3, “Unit Organization and Operations”.

Promotions are based on cadet job and academic performance, participation in cadet and school activities, the number of years of JROTC experience, current rank, level of job responsibilities, and JROTC experience acquired from Summer Leadership School attendance.

Promotion to the NCO ranks and above will require passing a promotion test. See

A. There are two kinds of rank a cadet may hold:

- (1) **PERMANENT RANK:** This rank is commensurate with the number of years of successful AFJROTC completion that is awarded at the end of each semester. Retention of the permanent rank is contingent upon satisfactory performance and behavior. The permanent rank for the first year is **Cadet Airman**; for the second year, **Cadet Airman First Class**; for the third year, **Cadet Senior Airman**; for the fourth year, **Cadet Staff Sergeant**.
- (2) **TEMPORARY RANK:** Cadets will be awarded, on cadet orders, a temporary rank based on their performance and their cadet job responsibilities. Being **a good citizen** both in and out of the corps is expected for promotion especially as a cadet assumes senior rank. Officer ranks are hard to earn and **reflect performance**, JROTC experience, outstanding citizenship, and the confidence the cadet can assume positions of increased responsibility.

B. Reasons for demotion may range from failing grades, repeated disciplinary problems or failure to uphold the standards of the corps.

Cadets can be recommended for demotion by cadet officers or NCOs or may be demoted on the spot by the instructors. Recommendations for demotion will be reviewed by a Personnel Evaluation Board and the SASI is the final authority.

Cadets may be relieved of duty in a particular position at any time by the instructors, and any senior ranking cadet may recommend removal to the instructors. Again, the SASI is the final authority. Reasons for removal are the same as for demotion, but may also be voluntary on the part of a cadet who simply asks to be relieved for personal reasons.

- C. Whenever possible, all cadet officer positions will be filled by ASII, ASIII and ASIV cadets. Top NCO positions, whenever possible, will be filled by ASCII and ASCIII cadets. Exceptions may be made at the discretion of the SASI.
- D. Cadets initially assigned to command and staff positions will normally not be awarded the highest rank authorized for these positions. The SASI and ASI must approve temporary promotions and assignments. The Unit Commander, Assistant to the SASI and the Deputy Commander promotions will be made by the SASI – no board action required.
- E. Flight Commanders/Flight Sergeants will normally recommend eligible cadets for promotion to the ASIs.
- F. Cadets must normally have at least 30 days in grade before eligible for the next higher grade.
- G. The normal succession in which eligible cadets are promoted is as follows:
 - (1) ASI - Cadet Airman basic (C/AMB), Cadet Airman (C/AMN), Cadet Airman First Class (C/AIC), Cadet Senior Airman (C/SRA)
 - (2) ASII - Cadet Staff Sergeant (C/SSGT), Cadet Technical Sergeant (C/TSGT), Cadet Master Sergeant (C/MSGT), Cadet Senior Master Sergeant (C/SMST)

(3) ASIII - Cadet Second Lieutenant (C/2LT), Cadet First Lieutenant (C/1LT), Cadet Captain (C/CPT)

(4) ASIV - Cadet Major (C/MAJ), Cadet Lieutenant Colonel (C/LTC)

Cadet Chief Master Sergeant (C/CMSGT) is normally an ASI or ASI cadet.

- H. Cadets must meet eligibility requirements (a passing grade for the grading period and participation) to be eligible for positions and ranks listed in the Unit Manning Document (UMD).
- I. A cadet **officer** who receives a grade lower than a “C” for the current grading in AFJROTC will be put on probation for the next grading period. If their grade is not at least a “C” at that time, they will meet a cadet personnel evaluation board.
- J. Eligible ASIII or ASIV cadets will be considered for staff positions before eligible ASII cadets.
- K. ASIII or ASIV Seniors who are assigned cadet officer positions and rotated will normally not be reduced in grade. Other cadets must comply with the UMD authorization.
- L. Examination of the Unit Manning Document (UMD), Chapter 3, will quickly reveal that the number of leadership positions authorized is limited. To give every cadet the opportunity to experience an active leadership role, a system of rotation may be employed. Rotation may be lateral, i.e. moving to another leadership position with the same grade where the leadership already demonstrated by the cadet will benefit the corps. Or the cadet could be rotated to a lower position or grade (not as a demotion) to permit other cadets to have the opportunity to earn a higher grade. Every cadet must understand and cooperate with the rotation system if we are going to gain maximum leadership practice. Every cadet is asked to give their successor the same degree of loyalty and cooperation they expected and received when they held that position.

The following policies governing appointments and promotions apply to the Jonesboro High School Air Force JROTC Program:

- A. The SASI will select the **Cadet Group Commander**. The ASI will select the **Drill Team Commander and the Color Guard Commander** with the approval of the SASI. The Cadet Group Commander and the ASI will recommend to the SASI, who will act as the approving authority, nominees for all other cadet leadership positions from Deputy Commander through Flight Sergeant.

12-2 PROMOTION TESTING GUIDELINES

For a cadet to be eligible to test for NCO status, they must have a minimum “B” grade in AFJROTC and recently been promoted to the NCO ranks. For Officer status they must have a minimum of a “B” grade in AFJROTC and recently been promoted to the Officer rank.

Testing will be offered once each grading period (cycle). The closed book portions (Cadet Guide and Rank Tests) and the Drill Exams will be scheduled per the SASI or ASI choosing.

If a cadet fails any part of the tests, they only need to retake that failed part. A cadet has only one opportunity to retake a failed test part. If they fail the second time they are no longer qualified for promotion during that cycle. The cadet will revert back to their previous rank and Corps position. The cadet must re-accomplish the entire test series prior to being considered for promotion at the next available cycle.

The purpose of these promotion tests is to establish standards of knowledge and performance required of cadets rising to NCO and Officer supervising positions.

Passing these tests certifies that you are eligible and ready for promotion to the NCO and Officer ranks.

Study the Cadet Guide and/or practice drill with other testing cadets to become proficient. Integrity First and the Honor Code is in effect. Honor Code should be known by all Cadets.



CHAPTER 13

CO-CURRICULAR CLUB ACTIVITIES

Co-curricular activities add interest, prestige, and educational opportunity to the Air Force Junior ROTC curriculum. Every cadet is encouraged to participate in at least 2 of these activities. Since the number and variety of these activities are all related to the mission of our organization, extra credit will be added to either your Aerospace Science or Leadership grade average for participating in these activities. The following activities are presently offered at Jonesboro High School:

- The JROTC Color Guard: This elite unit has the honor of representing Jonesboro High School by presenting **the National, State, and Air Force flags** at every possible type of activity, such as basketball and football games, parades and various events. Distinctive uniform items are worn, berets, replica weapons, combat boots, etc. considerable effort is required to become and remain a member of this prestigious unit.
- JROTC Drill Team: Much extra effort is required in this activity, as this is our competition unit. Here is a chance to polish the basic skills learned in the Leadership Laboratory. After-school practice, learning the commander's orders and the desire to make Jonesboro unit the best will denote a mark of excellence for this organization.
- Academic Bowl Team – The JROTC Academic Bowl Team is a SAT level academic bowl competition. Practices are held after school and/or when called by the SASI.
 - A cadet must be invited by the SASI to become a member.
 - Must be academically strong in either/all -math, science, social studies, grammar/vocabulary.

Each of the prior activities will be headed by a cadet charged with the responsibility of managing and reporting of the activities of the unit. This control will be in accordance with the governing document or regulation.

It will not be sufficient for a cadet to join one of these activities and then not participate. You may join more than one club; in fact, you are encouraged to join and participate in as many activities as your schedule will; permit. The Color Guard, Drill Team, and the Academic Club all fall under the “no-pass, no-play” provisions of the Georgia High School Association.

Field trips and Orientation Flights: Field trips are considered an important part of the Aerospace Education program and are the real “highlights” of the school year. First consideration for attendance at flights and trips is given to cadets whose academic and leadership activities demonstrate good effort and attitude. The cadet uniform is worn on most flights and trips, and they generally occur during the school day.

Military Ball: Those who are interested in running for Military Ball King/Queen must be a senior or junior. However, cadets who are freshmen and sophomores have the opportunity to run for Military Ball Prince/Princess. **Everyone running MUST obtain a 75% average in their ROTC class.**



CHAPTER 14

AWARDS AND DECORATIONS

A number of distinctive and coveted awards are authorized for wear by AFJROTC cadets based upon demonstrated performance of academic and leadership excellence or valor in a number of areas. There are two categories of awards with accompanying medals, ribbons and certificates. These categories are:

- A. NATIONAL AWARDS: authorized by HQ AFOATS/JR and presented to cadets by a national representative or the Senior Aerospace Science Instructor (SASI).
- B. AFJROTC AWARDS: authorized by HQ AFOATS/JR and presented to cadets by the SASI.

The presentation of awards will be at the Annual Awards Ceremony each April. Parents and/or guardians of all cadets will be invited to the Awards Ceremony. Appropriate dignitaries will also be invited to attend.

Some AFJROTC ribbons are presented during the school year. Ribbons are yours to keep. Protect them from getting dirty by placing them in a plastic baggy when not pinned on your uniform. Lost or dirty ribbons will cost you \$\$ to replace. On uniform days, try not to wear your book bag over your left shoulder. This tends to pull your ribbons off or damage the ribbon holder. Wear them with pride and always know why each was awarded.

To receive a Service Ribbon, a cadet must complete at least 20 hours of community service, in or out of AFJROTC, each semester. Fifteen of these hours must be AFJROTC related.

It is the cadet's responsibility to update their ribbons periodically. The procedure is as follows:

- Ensure you meet the requirements for the ribbon
- Show proof that you meet the requirements to the ASI
- Once ribbon is given, take care of the ribbon and wear appropriately

WEARING OF YOUR AWARDS: Medals and ribbons may be worn, at the same time, for parades, Commander's Call and other special events designated by the SASI. Medals will be centered immediately below the pocket line with no more

than three medals per row. The Drill Team, KHAS and the Color Guard cord will be worn on the left shoulder of any outer garment. Only one shoulder cord will be worn at any time. The KHAS Badge is centered a half inch above the ribbons.

The following national awards and ribbons are authorized for AFJROTC cadets:

- A. The **Air Force Association Award** is awarded annually to an AS-III cadet who must meet the criteria of positive attitude, personal appearance, courtesy, growth potential and be in the upper 5% of the JROTC class and the upper 10% of their high school class.
- B. The **Daedalian AFJROTC Achievement Award** is awarded annually to the AS-III cadet who must meet the criteria of demonstrating an understanding of patriotism, indicating a potential and desire to pursue a military career, ranking in the upper 10% of the JROTC class and 20% of their high school junior class.
- C. The **American Legion Military Excellence Award** is awarded annually to the AS-III or AS-IV cadet who must meet the criteria of being in the upper 25% of their JROTC class and has demonstrated outstanding qualities in military leadership, discipline, character and citizenship.
- D. The **American Legion AFJROTC Scholastic Award** is awarded annually to the AS-III or AS-IV cadet who must meet the criteria of being in the upper 10% of their high school class, the upper 25% of their JROTC class, demonstrate qualities of leadership and actively participate in student activities.
- E. The **Daughters of the American Revolution Award** is awarded annually to the AS-IV cadet who must meet the criteria of being in the upper 25% of both their JROTC and high school classes, demonstrating qualities of discipline, leadership and good character.
- F. The **American Veterans (AMVETS) Award** is awarded annually to one qualified cadet who demonstrates a positive attitude toward Air Force JROTC and service in the Air Force, outstanding personal appearance, exceptional personal attributes and officer potential. Must have an "A" average in AFJROTC and be in good standing in all other classes.
- G. The **Reserve Officers Association Medal** is awarded to the AS-IV cadet who must meet the criteria of positive attitude, personal appearance, personal attributes, courtesy, growth potential and must be in the upper 10% of the JROTC class.

- H. The **Military Order of the World Wars** is awarded to any cadet who must meet the criteria of having excellence in all aspects and a desire to continue with the JROTC program.
- I. The **Military Officers Association of America JROTC Medal** is awarded to the AS-III cadet who must meet the criteria of being in good academic standing, of high moral character, loyalty to the unit, school, country and show potential for military leadership.
- J. The **Veterans of Foreign Wars Award** is awarded to the AS-III or AS-IV cadet who must meet the criteria of having a good attitude, military bearing, personal attributes, patriotism, courtesy, growth potential, grades (“B” in JROTC class and “C” in other subjects) and co-curricular activities.
- K. The **National Sojourners Award** is awarded to the AS-II or AS-III cadet who must meet the criteria of being in the top 25% of their high school class, potential for leadership and be an example of Americanism.
- L. The **Sons of the American Revolution Medal** is awarded to the AS-III cadet who must meet the criteria of exhibiting a high degree of leadership qualities and all-around excellence in the JROTC program.
- M. The **Scottish Rite, Southern Jurisdiction, Award** is awarded to the AS-III cadet who encourages Americanism by participation in extracurricular activities, demonstrates academic excellence by being in the top 25% of the JROTC class, dependability, good character, self-discipline, good citizenship and patriotism.
- N. The **Military Order of the Purple Heart** recognizes an outstanding AS-III or AS-IV cadet who demonstrates leadership ability. The cadet must have a positive attitude towards AFJROTC and country, hold a leadership position within the corps, be active in school and community affairs and attain a “B” or better in all subjects for the current semester.
- O. The **Air Force Sergeants Association (AFSA) Achievement Award** recognizes one outstanding AS-III or AS-IV cadet who demonstrates outstanding qualities in military leadership, discipline, character and citizenship.
- P. The **Sons of Union Veterans of the Civil War (SUVCW) Award** recognizes any deserving cadet who displays a high degree of patriotism and has demonstrated a high degree of academic excellence and leadership ability.

- Q. The **Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award** is awarded to any two 1st, 2nd and 3rd year cadets who attain at least a “B” in JROTC, be in good academic standing in school, actively participate in corps activities and participate in at least 50% of all corps service programs.
- R. The **Retired Enlisted Association (TREA) Award** is awarded for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected cadet must have shown outstanding leadership throughout the course of the school year.
- S. The **Celebrate Freedom/Embry Riddle Aeronautical Award** recognizes a cadet that displays initiative, judgment, self-confidence, and growth potential. Has a desire to pursue a military career. Ranks in the top 15% of their high school class and top 5% of their JROTC class and with an A average in JROTC.
- T. The **Distinguished AFJROTC Cadet Award** recognizes one outstanding AS-III cadet (Junior) who is of moral character, demonstrates positive attitudes, displays outstanding military potential and maintains consistent academic and military excellence.
- U. The **Air Force Valor Awards** recognizes JROTC cadets for voluntary acts of self-sacrifice and personal bravery.
- V. The **Outstanding Cadet Award** is presented annually to the outstanding AS-I, AS-II, AS-III and AS-IV cadets.
- W. The **AFJROTC Leadership Award** is presented for outstanding performance in a leadership position as an AFJROTC cadet in corps training activities.
- X. The **AFJROTC Achievement Award** is presented for a significant achievement as deemed appropriate by the SASI.
- Y. The **AFJROTC Superior Performance Award** is presented for outstanding or meritorious service rendered specifically on behalf of AFJROTC.
- Z. The **AFJROTC Outstanding Organization Award** is presented to cadets who were in JROTC during the period for which the unit was designated. Awarded by the AFJROTC Area Administrator. If designated as an **Outstanding Unit** a Bronze star will be added, with **Merit** will add a Silver star.
- AA. The **AFJROTC Academic Award** is presented for academic excellence as signified by attaining an overall school average of at least a “B” for the grading period and at least an “A” average in AFJROTC.

- BB. The **AFJROTC Outstanding Flight Award** is presented near the end of the second semester to members of the outstanding flight.
- CC. The **AFJROTC Summer Leadership School Ribbon** is presented for completion of an AFJROTC Summer Leadership program of at least 7 days in duration.
- DD. The **Drill Competition Ribbon** is awarded to Drill Team members for “placing” in an Air Force or Joint Service drill meet.
- EE. The **Orienteering Competition Ribbon** is awarded to team members for “placing” in an orienteering meet or completing orienteering training during an AFJROTC Summer Leadership School.
- FF. The **Co-Curricular Activities Leadership Award** is presented for leadership in ROTC with a minimum of 3 co-curricular activities.
- GG. The **Drill Team Ribbon** is presented for distinguished participation in at least 75% of scheduled Drill Team events and 1 scheduled Drill Meet.
- HH. The **Color Guard Ribbon** is presented yearly for distinguished participation in at least 6 color guards throughout all scheduled Color Guard events.
- II. The **Sabre Team Ribbon** is presented yearly for distinguished participation in at least 2 Sabre team events scheduled throughout the year.
- JJ. The **AFJROTC Service Ribbon** is presented for distinctive performance in school, community or AFJROTC service projects.
- KK. The **AFJROTC Longevity Ribbon** is presented for completion (passing) AS-I. Additional completed years are denoted by a bronze oak leaf cluster.
- LL. The **Health and Wellness Ribbon** is presented for sustained participation and outstanding performance in a locally developed physical fitness program or upon completion of AFJROTC Summer Leadership School.
- MM. The **Cadet Recruiting Ribbon** is presented to any cadet who recruits two students or for outstanding effort in support of unit recruiting activities.
- NN. The **Activities Ribbon** is presented for participation in co-curricular activities/service projects as designated by the SASI.

- OO. The **Attendance Ribbon** is awarded to cadets with no more than 1 excused absence outstanding and no unexcused absences in an academic term
- PP. The **Good Conduct Ribbon** is awarded to cadets with no suspensions or time-outs of any kind, and no adverse reports from other staff or faculty in an academic term.
- QQ. The **Dress and Appearance Ribbon** is awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards.
- RR. The **Aerospace Education Foundation (AEF) Academic Cadet Award** is presented for academic excellence as signified by attaining an overall 3.0 GPA in school courses. The cadet cannot have received any grade below a “C” on their transcript. The individual must be recommended by the SASI. NOTE: Awarded to all upcoming Junior and Senior cadets who meet the academic criteria.
- SS. The **Flight Ground School Badge** is presented to any AFJROTC cadet who has completed Ground School flight training.
- TT. The **Flight Solo Badge** is presented to any AFJROTC cadet whose logbook or student pilot certificate has been endorsed for a solo flight by a certified flight instructor.
- UU. The **Flight Certificate Badge** is presented to any AFJROTC cadet who possesses a private pilot’s certificate.
- VV. The **AFJROTC Jonesboro “Letter”** is awarded to any cadet who meets the following criteria: successfully completed 2 years of AFJROTC, has at least a 3.0 overall high school academic average, must have earned a Drill Team or Color Guard ribbon, be the rank of Cadet Master Sergeant or higher, never been suspended and be in good standing with the corps



CHAPTER 15

CADET/FLIGHT COMPETITION

GENERAL: All cadets/flights compete to determine the outstanding cadet/flight near the end of the 2nd semester. The Flight Commander and/or Personnel NCO will keep track of the flight averages in each of the below categories. Attachments one and two will be used. The

forms will be turned into the Quality Assurance to determine the winners. The SASI will receive all forms no later than one week following each grading period of each semester. It is the Quality Assurance’s responsibility to turn in the completed forms ON TIME. NO EXCUSES!

COMPETITION FACTORS: The best cadet/flight for each period will be determined on the basis of their all-around performance.

DRILL COMPETITION: The flight with the best overall drill score performing 30 step drill sequence and marching with at least 1 Jodie.

PHYSICAL FITNESS: The flight with the most impressive overall PT accumulative. Includes sit-ups (boy and girl), push-ups (boy and girl), 100 meter dash (boy and girl), 4 by 4 (2 girls and 2 boys), tug of war (maximum 8 cadets, minimum 2 girls), mass p.t. for teamwork (side straddle hop, air force crunch, push-ups)

CLASS PERFORMANCE: Each cadet’s/flight’s test average will be computed as well as the number of absences, tardies and uniform discrepancies. Discipline log, uniform inspection, and community service hours will go into play throughout the whole school year.

WEAR OF THE UNIFORM: Weekly cadet/flight formal inspections will be accomplished on Tuesdays.

ACADEMIC PERFORMANCE: Both Leadership tests and Aerospace Science tests will be used to figure the academic average of each flight.

AWARDS: The winning cadet/flight will be designated as an “OUTSTANDING CADET/FLIGHT” and each member of that flight will be awarded the AFJROTC Outstanding Flight Ribbon to wear on the uniform and receive five extra points towards their lowest test grade.



ATTACHMENT ONE



Rubric Wellness & Fitness				
100%	- 50%	- 50%	- 0%	0%

<ul style="list-style-type: none"> • Student wears the JROTC T-Shirt and athletic shoes • Student participates in exercises 	<ul style="list-style-type: none"> • Student wears JROTC T-Shirt and athletic shoes • Student does not participate in exercises 	<ul style="list-style-type: none"> • Student fails to wear JROTC T-Shirt and/or athletic shoes • Student participates in exercises 	<ul style="list-style-type: none"> • Student fails to participate in exercises • Student fails to wear JROTC T-Shirt and athletic shoes 	<ul style="list-style-type: none"> • Student will not be allowed to participate in JROTC Wellness without turning in the medical health questionnaire.
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ATTACHMENT TWO

JOB DESCRIPTIONS

Command Staff

The cadet **Group Commander (CWg/CC)** is responsible for:

- The appearance, discipline, efficiency, training, and conduct of the Group.
- Planning and coordinating all Group activities, facilities, and resources.
- Ensuring all members of the cadet corps has the opportunity to develop leadership commensurate with their individual abilities.
- Coordinating with the SASI.

The cadet **Deputy Group Commander (CWg/CV)** is responsible for:

- Command of the Group during absence of the Group commander.

- Supervising the Group staff.
- Administration of Group headquarters.

The cadet **Operations Group Commander (COG/CC)** is responsible for:

- **The appearance, discipline, effectiveness, training, and conduct of the cadet operations group.**
- **Standardization evaluation (StanEval) for the cadet operations group.**
- **Ensuring all cadet operations group activities are conducted in accordance with current Air Force AETC, AFJROTC, and corps instructions, directive policies, and procedures.**
- **Attending Group staff meetings.**
- **Performing other duties as assigned by the COG/CC.**

The cadet **Logistics Group Commander (CLG/CC)** is responsible for:

- **The appearance, discipline, effectiveness, training, and conduct of the cadet logistics group.**
- **Attending Group staff meetings.**
- **Standardization evaluation (StanEval) for the cadet logistic group.**
- **Ensuring all cadet logistics group activities are conducted in accordance with current regulations, directives, policies, and procedures.**
- **Performing other duties as assigned by the CWg/CC.**

The cadet **Support Group Commander (CSG/CC)** is responsible for:

- The appearance, discipline, effectiveness, training, and conduct of the cadet support group.
- Standardization evaluation (StanEval) for the cadet mission support group.
- Ensuring all cadets mission support group activities are conducted in accordance with current regulations, directives, policies, and procedures.
- Attending Group staff meetings.
- Performing other duties as assigned by the CWg/CC.
- The cadet **Command Chief Master Sergeant (CWg/CCC)** is responsible for:
- Providing recommendations to the CWg/CC based on inputs from lower class cadets and acts as liaison between the corps and Group staff.
- Advising the CWg/CC on problems with the corps and suggesting possible solutions.
- Attending Group staff meetings.
- Performing other duties as assigned by the CWg/CC.

Support Staff

The cadet **(A-F) Operations Squadron Commander (COS/CC)** is responsible for:

- Overseeing the flight commanders.
- Relaying information from the cadet operations group commander to the flight commanders.
- Acting as a liaison between flights and command staff.
- Planning and coordinating extracurricular and co-curricular activities with other school organizations.
- Overseeing training, standardization, and drill and ceremonies are conducted properly.
- Preparing the cadet Group master operations plan.
- Preparing weekly operations orders.
- Ensuring training goals are met by each cadet.
- Assisting the SASI in scheduling cadets for base visits and similar activities.
- Attending Group staff meetings.

- Performing other duties assigned by the COG/CC.

The cadet **Flight Commander (Flt/CC)** is responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of the flight.
- Planning and coordinating activities within the flight.
- Recommending the top cadets within the flight for awards and recognition to the COS/CC.
- Performing other duties as assigned by the COS/CC.

The cadet **Logistics Support Squadron Commander (CLGL/CC)** is responsible for:

- Coordinating logistical support.
- Performing other duties as assigned by the CLG/CC.
- Supervises Flight logistics/supply Noncommissioned Officers (NCOs)

The cadet **Supply Squadron Commander (CLGS/CC)** is responsible for:

- Maintaining an inventory of on-hand supplies for the Group.
- Coordinating, in writing, the requirements of the Group with the JROTC unit supply instructor (ASI).
- Distributing supplies to functional areas in the Group.
- Performing other duties as assigned by the CLG/CC.

The cadet **Mission Support Squadron Commander (CMSS/CC)** is responsible for:

- Ensuring proper maintenance of administrative and personnel files.
- Learning the responsibilities and procedures of each functional area of mission support.
- Writing and posting weekly staff meeting minutes.
- Maintaining the bulletin boards, and posting current and correct Group correspondence, leadership training, and special function notices.
- Maintaining the Group continuity files.
- Maintaining and updating all cadet operating instructions.
- Performing other duties as assigned by the CSG/CC.

The cadet **Personnel Officer (CMSS/DPM)** is responsible for:

- Maintaining cadet personnel records following guidelines established by the CMSS/CC.
- Maintaining the Group organizational chart and unit manning document (UMD).
- Publishing a cadet directory.
- Supervises Flight Personnel Noncommissioned Officers (NCOs)
- Filing all documentation in cadet records or other internal information media.
- Performing other duties as assigned by the CMSS/CC.

The cadet **Public Affairs Officer (CMSS/DPA)** is responsible:

- For establishing an active public affairs program.
- For preparing, publishing, and distributing a Group yearbook.
- For submitting news articles to school and local newspapers concerning cadet activities.
- For providing all Group photographic service.
- Assisting briefers in graphic support.
- Updating all JROTC Classroom bulletin boards
- Supervises Flight Public Affairs Noncommissioned Officers (NCOs)
- Performing other duties as assigned by the CWg/CC.

The cadet **Information Management Officer** is responsible:

- Supervises Information Management Noncommissioned Officer

- Establishes and maintains offices of records. Creates manual and automated file plans.
- Develops and implements web sites and pages.
- Assists the support staff with a range of tasks including records management and administrative communications.
- Attend group staff meetings

The cadet **Services Squadron Commander (CSV/CC)** is responsible for:

- Ensuring a high level of morale and esprit de corps is maintained within the Group.
- Promoting high levels of physical fitness within the Group.
- Learning the responsibilities and procedures of each functional area of the services squadron.
- Performing other duties as assigned by the CSG/CC.

The cadet **Wellness Officer (CSV/PT)** is responsible for:

- Operating a voluntary cadet physical fitness program, including supervising stretching exercises prior to any physical fitness activity.
- Posting current health awareness information on the athletic bulletin board.
- Supervises Flight Wellness Noncommissioned Officers (NCOs)
- Performing other duties as assigned by the CSV/CC.

The cadet **Color Guard Commander (Drill Team) (SV/CG)** is responsible for:

- Commanding the color guard and drill team.
- Assisting in the planning and coordination for all parades and ceremonies.
- Providing instruction and supervision for all retreat and flag-raising ceremonies.
- Performing other duties as assigned by the CSV/CC.