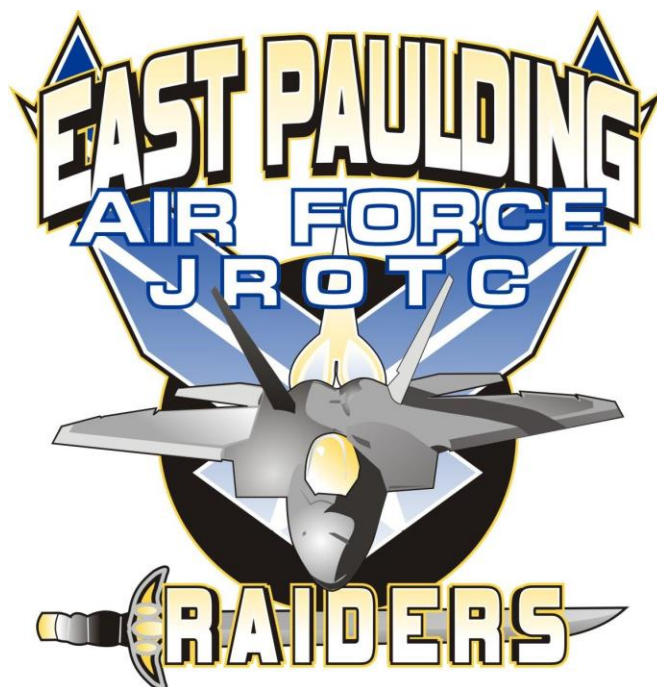


United States Air Force
Junior Reserve Officer Training Corps
(AFJROTC)



CADET GUIDEBOOK

East Paulding High School

GA-20051

“Building a Tradition of Excellence”

Academic Year 2017/2018

You are responsible for reading this Guidebook. It outlines the processes and procedures for your AFJROTC program. Insure you understand and uphold the guidelines as reflected within its pages. This material is testable (3 Aug 2017)

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Chapter 1

Mission, Goals, and Objectives

- ☞ The **Mission** of the Air Force JROTC (AFJROTC) program is to “develop citizens of character dedicated to serving their nation and community.”
- ☞ The **Goals** of the program are to “instill values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment in high school students.”
- ☞ The **Objectives** of AFJROTC are to “educate and train high school cadets in citizenship; promote community service; instill responsibility, character, and self-discipline; and provide instruction in air and space fundamentals.”

These objectives will help cadets develop:

- ✓ An appreciation of the basic elements and requirements for national security.
- ✓ Respect for and an understanding of the need for constituted authority in a democratic society.
- ✓ Patriotism and an understanding of their personal obligation to contribute to national security.
- ✓ Habits of orderliness and precision.
- ✓ A high degree of personal honor, self-reliance, and leadership.
- ✓ Broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- ✓ Basic military skills.
- ✓ Knowledge of and an appreciation for the traditions of the United States Air Force.
- ✓ An interest in completing high school and pursuing higher educational goals or skills.
- ✓ An understanding of the Air Force and the military as a possible career path.



F-22 Raptor Refueling In-Flight

Chapter 2

Admission, Transfer, and Disenrollment of Students

1. Eligibility for membership in the AFJROTC program requires a student to be:
 - a. Enrolled in and attending a regular course of instruction at East Paulding High School (EPHS).
 - b. A citizen of the United States.
 - c. Of good moral character as determined by the Senior Aerospace Science Instructor (SASI).
 - d. Physically fit to participate in AFJROTC training. Cadets are considered physically fit if they are qualified for the regular EPHS physical education program.
 - e. Able to be fitted with and wear a standard sized Air Force uniform, and be of reasonable height and weight proportions so as to project the type of military image expected by the community.
 - f. Selected by the SASI with the approval of the principal.
 - g. The student and parent/guardian must sign the cadet participation contract and return to the AFJROTC program instructors **promptly**. This contract certifies student/parent agreement that their son/daughter will wear the AFJROTC uniform on the days specified, meet the established grooming standards as described in this guidebook, as well as dress out AND participate in PT (physical training) every week.
2. Transfer of students from other AFJROTC units may be permitted with credit for training already received. No guarantees can be made with respect to a student's retaining temporary or permanent rank he/she was awarded in another unit prior to transferring to the EPHS AFJROTC program.
3. Disenrollment may occur for the following reasons:
 - a. Failure to maintain acceptable course standards (haircut, grooming, required uniform wear, etc.).
 - b. Inaptitude, indifference to training, or disciplinary reasons involving undesirable character traits.
 - c. Failure to remain enrolled in school.
 - d. Individual request for release, consistent with EPHS drop/add policy.
4. Cadet Responsibilities: Each cadet will abide by the rules and regulations of the Air Force JROTC department and accept responsibility for the proper care and maintenance of his/her uniform, textbooks, and other equipment. Failure to do so will create obligations, which will prevent follow-on registration, graduation, and/or transfer of credit.

Chapter 3

Certificates of Completion and Training

1. In accordance with Department of Defense Operating Instruction (DODI) 1205.13, a student presenting evidence of successful completion of at least two academic years of JROTC under any military department is entitled to advanced promotion to the grade of no less than E-2 on initial enlistment in an Active or Reserve component of a military service. At their discretion, the military departments may award the grade of E-3 for successful completion of three academic years of JROTC. There are two types of certificates that may be awarded to AFJROTC cadets: Certificate of Completion and Certificate of Training.
2. Certificate of Completion: Presented to cadets in good standing who have satisfactorily completed three years of the JROTC program. Cadets must have this certificate in their possession when joining the senior (college) ROTC program or upon enlistment in the armed forces to gain the benefits offered by successful completion of the AFJROTC program.
 - a. College Benefits: A student presenting evidence of successful completion of three academic years of JROTC may be entitled to no less than one year in the Senior ROTC program. This privilege must be arranged with the Professor of Aerospace Studies (PAS) upon enrollment at the respective college or university.
 - b. Enlistment in the Armed Forces: This certificate provides for potential for promotion to a pay grade of E-2 (USMC), E-3 (Air Force, Navy, or ANG) or E-2 to E-5 (Army). Pay grade E-3 is the third pay grade in the military and is equal to the rank of Airman First Class (A1C) in the United States Air Force (USAF).

Note: Each service can change the rank awarded based on their specific needs provided they adhere to the requirements of DODI 1205.13. Any cadet who is considering enlisting in the Armed Forces must get a commitment “in writing” by the respective recruiter concerning credit earned for JROTC participation.

3. Certificate of Training: Presented to cadets in good standing who have completed two years of the AFJROTC program and graduates from high school.
 - a. College Benefit: The cadet will be excused from one academic term of the General Military Corps (GMC) of the senior ROTC program. This privilege must be arranged with the PAS upon enrollment.
 - b. Enlistment in the Armed Forces: This certificate will provide for promotion to pay grade of E-2 (Army, Navy, Air Force, Marines, and ANG).
4. These promotions can provide an immediate monetary benefit upon enlistment. They also place the cadet ahead of all other personnel enlisting at the same time and make the cadet eligible for promotion before other enlistees who enter at the same time. These certificates are not awarded automatically if a cadet simply completes the program with a minimum grade. Consideration is given to total performance and achievement as a member of the Corps. Final determination for awarding either certificate is made by the SASI and EPHS principal.

Chapter 4

Conduct, Military Courtesy, and Classroom Rules

1. AFJROTC cadets are expected to exhibit proper military conduct at all times. Such behavior will reflect credit upon themselves, their parents/guardians, the cadet squadron, East Paulding High School, and the United States Air Force. If a military unit is to function in a smooth manner, then there must be procedures/standards for everyone to follow. A unit must have discipline or it will be unable to complete its mission. The faculty and staff at EPHS look upon AFJROTC as a group of students that should be better disciplined than the school body as a whole. They expect us to be clean-cut, role model American citizens. We should not only meet, but also exceed those expectations at all times.
2. You are a leader in training. However, you can't lead if you've never learned to be a good follower. You represent your community and the future of the United States. You must be willing to discipline yourself and be ready to accept responsibility. Even if you do not pursue a military career, your acceptance and understanding of discipline in your life will place you ahead of your peers.
3. The routine/regimented discipline of the EPHS AFJROTC program is a tool we use to develop each and every cadet. We expect you to behave at a level that is often much higher than other teachers at EPHS may require. You are responsible for not only maintaining the standards, but also for enforcing the standards.
4. Cadets are expected to be courteous and respectful to the instructors and other cadets as well. Cadets are expected to comply with instructions given by the cadet flight commander. Cadets are expected to have a positive attitude and comply with the rules of the program. The practice of saying "Yes Sir/Ma'am" or "No Sir/Ma'am" to instructors is always observed in the cadet program. Such responses reflect long established military courtesy and tradition. Cadets are expected to memorize and commit themselves to the Air Force JROTC Cadet Honor Code:

Cadet Honor Code

"I will be truthful at all times, I will do my own work, I will respect the property of others, and I will not tolerate dishonorable cadets in our corps."

5. Classroom Procedures: When cadets arrive at the classroom, they will go to their seat and place their books, etc. on their respective desk. The AFJROTC Guidebook will be placed on top of the desk. Pencil/pen and paper are mandatory tools. Do not come to class without these tools. Cadet Guidebooks will be kept in the AFJROTC classroom or may be taken home by the individual cadet when needed. Promptness is critical to success in any endeavor and cadets are expected to be on-time for class. Once books etc. are placed in the classroom, all cadets will meet in the cadet flight room for announcements, general guidance, etc. When they arrive, all cadets will assume the "Parade Rest" position. Cadets who are tardy and do not have a note from a teacher or principal will be marked tardy in accordance with (IAW) the EPHS Student Handbook. Instructors may formalize the cadet's role in classroom management by assigning the following positions: class leader, timekeeper, scribe/admin, computer operator, etc.

6. Restroom breaks will be allowed in the event of an emergency. If you must use the restroom during class, you are required to use the AFJROTC restroom pass and have the instructor's permission. A cadet leader is not authorized to grant permission for restroom breaks. EXCEPTION: On physical training (PT) day, you are permitted to use restroom before/after class while dressing-out. You should use the restroom prior to your JROTC class time. All students late for class will be marked tardy IAW EPHS established policies. Cadets who are late and have a pass will enter the classroom and report to the Flight Commander or instructor. All cadets must have a written excuse slip or they will be marked tardy IAW school policy.
7. At the beginning of the class, the Flight Commanders (FCs) will check the flight commander's table for any forms and flyers that needs distributed to the cadets and review any information posted by the Operations Officer on the daily briefing. When the warning bell rings the FC will make sure all cadets assume the "Parade Rest" position. They will then bring the class to attention after the late bell has rung and lead the class in the Pledge of Allegiance (first period only). The FC will read the Operations Orders/unit briefing items. Upon completion of the Ops Orders/unit briefing items, the Flt CC will lead the class in the Cadet Creed. Following this, each Element Leader reports their attendance to the FC. This is completed as follows: The FC will command "Report." The first Element Leader will report in by stating "Sir (or Ma'am), 1st Element all cadets are present or accounted for ...with the exception of Cadets Smith and Jones." All other element leaders will report to the FC in the same manner. The FC will report the attendance to the SASI. For example, face the instructor, render the hand salute and state, "Sir, (A/B/C/D/E/S) Flight, all cadets are present and/or accounted for with the exception of Cadet Jones and Cadet Smith, Sir." The instructor will return the salute, give any additional instruction and direct the FC to dismiss the flight to their respective classroom.
8. Calling Rooms to Attention: When **ANY ADULT** enters the classroom (other than the instructor) the cadet in charge of the flight, or the first cadet (may be ANY cadet) to recognize these people, will stand up at his/her desk and call the Flight to Attention until given another command to "Carry On."
9. Reporting to Instructors: When it becomes necessary to see the instructors, the cadet will come to "Attention" at the doorway of the instructors' office and state, "Sir, Cadet (last name) requests permission to speak with (Lt Col Farr, MSgt Greene, and MSgt Parker)." Or, "Sir, Cadet (last name) is reporting as ordered." When you are told to "Report" by the respective instructor, maintain your military bearing and smartly proceed to their desk using the most direct route. You will square turns and remain at "Attention" in front of their respective desk until directed otherwise.

When the conversation is finished, Say "Sir, will that be all?" or "Thank you Sir." Come to attention and state, "Sir, Cadet (last name) requests permission to be dismissed." When the SASI/ASI dismisses you, take one step back and then exit the office using a direct route. Continue to maintain military bearing and square all turns.

If two cadets are directed to report in at the same time, the senior cadet will report in and report out for both cadets.

10. Classroom Rules: The following rules apply in the classroom at all times:

- ❖ No eating, candy, soda, etc. without instructor permission.
- ❖ No gum chewing.
- ❖ No drinking anything other than water from a plastic bottle with a cap without instructor permission.
- ❖ No personal hygiene (applying cosmetics, arranging hair, etc.).
- ❖ No sleeping or head down on the desk; instead, stand in the back of the classroom.
- ❖ No talking without permission.

- ❖ Raise your hand to be recognized.
- ❖ Address instructors and cadet officers by their titles (Colonel/Sergeant) or Sir/Ma'am.
- ❖ No rude or crude behavior.
 - Cussing, vulgar gestures, demanding attitude, etc. This will be dealt with quickly and harshly.
- ❖ No electronic devices—unless authorized by an instructor.
- ❖ No headphones visible at any time in the AFJROTC facility.
- ❖ No facial jewelry (nose rings, eyebrow piercings, etc...) is permitted in the facility.

11. Cheating: Cheating is taking unfair advantage of a situation or of a fellow cadet to obtain higher grades, academic or leadership awards, better scholarship opportunities, or some other tangible gain. Cheating is not permitted in AFJROTC or EPHS (See EPHS Student Handbook).

- a. It is important each cadet understand this basic requirement and makes every effort to follow it. Cadets who cheat identify themselves as people not worthy of holding cadet rank, or being promoted or receiving recommendations, scholarships, awards or other special recognition. Anyone who accepts such honors with full knowledge they did not earn them, but instead acted unfairly and improperly is a cheat. That person has also failed to meet the aims, goals and objectives of the program and therefore risk disenrollment from the program. Cadets who knowingly allow others to copy their work are also cheating. They are willing participants and have endorsed the act of cheating. They also face the same consequences for their actions.
- b. We can take a lesson from the service academies whose young men and women adhere to a far stricter honor code. It is: "I Will Not Lie, Cheat, or Steal—Nor Tolerate Those Who Do." Though this may seem a tough code to live by, it is not when you consider that when you wear the uniform, you are demonstrating the willingness to accept trust and responsibility for your actions. As a cadet, you represent the Air Force and are expected to bring honor to yourself, your family, the school and the cadet corps. The best way to do this is to guard your integrity as the most precious asset you have. Do not lie, cheat, or steal...ever!
- c. Cadets who find these guidelines demanding or who believe them to be impossible to follow should speak to the instructors immediately about leaving the corps.

12. Prohibition on Physical Discipline and Hazing: Any form of hazing, whether verbal or physical will not be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, will not be tolerated within any AFJROTC unit or activity. Examples of prohibited physical activities include, but are not limited to push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities including instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. Also, no unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program. Always treat each person with respect.

13. Quibbling: When a cadet officer or instructor gives you a directive, it will be done immediately (discussion on the matter will be addressed if time permits). When a cadet officer gives you a directive to do something, it can be considered as an order from an instructor. The most important lesson to learn from this program is to do what you're told, when you are told to do it, regardless of what you think or feel about the situation. To complain or try and talk your way out of doing what you're told is *Quibbling*, and will not be tolerated. If you feel that you are not being treated fairly, after you do what you are told, you may use your chain of command to address the issue.

14. Public Display of Affection: No public display of affection (PDA) will be tolerated at any time—which includes any area within the AFJROTC facility or in its vicinity. This is to include holding hands, hugging, arms around each other, kissing, etc. Cadets are to behave in a professional manner at all times (See EPHS Student Handbook).
15. Manners and Courtesies: All cadets will use the phrase “Yes Sir, No Sir,” etc., at all times. “Nope” or “Yep” will not be accepted. “Please and thank you” will be a regular part of every conversation. All cadets are expected to use these courtesies to every adult in this school, and every cadet officer. We expect you to carry these courtesies with you to each of your classes. While in uniform outside, all cadets are expected to salute cadet officers.
16. Actions: Keep in mind that wherever you go, you should always act like a member of the Air Force Junior ROTC. You must be careful to represent the unit in a way that would bring respect to yourself and to our unit. When we are on an activity or field trip, whether after school or during school, you are required to follow these guidelines set forth for all cadets in the Corps.



Chapter 5

The Core Values of the United States Air Force

This section covers some sound advice that will help you in getting more out of AFJROTC and more out of life. It is hoped that you will pay close attention to the ideals outlined here. They are not strictly enforced regulations, but some of them are the keys to a successful life. Core values are the foundation upon which a truly quality society is built.

1. **Integrity First:** It is the willingness to do what is right even when no one is looking. It is the "moral compass" -- the inner voice; the voice of self-control; the basis for the trust imperative in today's world. Integrity is the ability to hold together and properly regulate all of the elements of a personality. A person of integrity, for example, is capable of acting on conviction. A person of integrity can control impulses and appetites. Integrity has several other moral traits indispensable to service to the unit:
 - a. **Courage:** A person of integrity possesses moral courage and does what is right even if the personal cost is high.
 - b. **Honesty:** Honesty is the hallmark of the professional cadet because in the unit, our word must be our bond. We don't cover up violations. The bottom line is we don't lie, and we can't justify any deviation.
 - c. **Responsibility:** No person of integrity is irresponsible; a person of true integrity acknowledges his or her duties and acts accordingly.
 - d. **Accountability:** No person of integrity tries to shift the blame to others or take credit for the work of others.
 - e. **Justice:** A person of integrity practices justice. Those who do similar things must get similar rewards or similar punishment.
 - f. **Openness:** Professionals of integrity encourage free flow of information within the organization. They seek feedback from all directions to ensure they are fulfilling key responsibilities, and they are never afraid to allow anyone at any time to examine how they do business.
 - g. **Self-respect:** To have integrity also is to respect oneself as a professional and a human being. A person of integrity does not behave in ways that would bring discredit upon him/her self or the organization to which he belongs.
 - h. **Humility:** A person of integrity is humble and exhibits modesty.
 - i. **Honor:** Honor is the highest form of self-respect. Lying, cheating, and stealing will not be tolerated by any cadet. The great reward of an honorable person is that they respect themselves and others. If you want respect, then you must respect yourself.
 - j. **Loyalty:** Loyalty is the quality of sincere confidence in and support for the purposes, methods, and capabilities in superiors and subordinates. This does not mean that you cannot disagree with a higher ranking cadet/superior. You have the right to express your opinion, but afterwards, you must support your superior's decision. It is not loyal to publicly criticize a superior, peer, or subordinate: a group could fall apart because only a few minor incidents.

- k. Discipline: Discipline is the "cement" that bonds any military force together. At the heart of discipline is obedience to orders. (Do not obey orders because you are afraid of being punished; obey because you want to help AFJROTC become a better organization).
2. Service Before Self: Service before self tells us that professional duties take precedence over personal desires. At the very least it includes the following behaviors:
- a. Following Rules: To serve is to do one's duty, and our duties are most commonly expressed through rules. While it may be the case that professionals are expected to exercise judgment in the performance of their duties, good professionals understand that rules have a reason for being, and the default position must be to follow those rules unless there is a clear, operational reason for refusing to do so.
 - b. Respect for Others: Service before self tells us also that a good leader places the troops ahead of his/her personal comfort. We must always act in the certain knowledge that all persons possess a fundamental worth as human beings.
 - c. Discipline and Self-control: They have a fundamental moral obligation to the persons they lead to strike a tone of confidence and forward-looking optimism. More specifically, they are expected to exercise control in the following areas:
 - 1. Anger: Professionals are expected to refrain from displays of anger that would bring discredit upon themselves and/or the AFJROTC Squadron (such as fighting or aggressive confrontation).
 - 2. Tobacco and Alcohol: The consumption of alcohol and use of tobacco cast doubt on an individual's fitness and shows their disrespect towards authority. Also, it is illegal if that person is under age). The person who knowingly partakes of these activities willingly contradicts the Cadet Creed and is not the type of cadet needed to be in a position of leadership or remain within the cadet corps. We strongly encourage you not to use these products!
 - 3. Narcotics: A drug or substance affecting mood or behavior and sold for a non-medical purpose. These are typically illegal drugs and should not be used.
 - d. Faith in the System: To lose faith in the system is to adopt the view that you know better than those above you in the chain of command what should or should not be done. In other words, to lose faith in the system is to place self before service. Leaders can be very influential in this regard and must set the example for others to follow.
3. Excellence in All We Do: Excellence in all we do directs us to develop a sustained passion for continuous improvement and innovation that will propel AFJROTC into a long-term, upward spiral of accomplishments and performance.
- a. *"True quality is embodied in the actions of Air Force people who take decisive steps to improve processes and products; who capitalize on quality as a leverage tool to enhance products, achieve savings, and improve customer service; and who exemplify our core values of integrity first, service before self, and excellence in all we do."*
General Fogelman (Former CSAF)
 - b. Product/Service Excellence: We must focus on providing services and generating products that fully meet the requirements of the Paulding County School system.

- c. **Personal Excellence:** Professionals must seek out and complete their high school education, stay physically fit and in good mental shape. They must demonstrate personal excellence while doing homework to the best of their ability and responding to questions in class with a knowledgeable reply.
- d. **Community Excellence:** Community excellence is achieved when the members of an organization can work together to successfully reach a common goal in an atmosphere free of fear that preserves individual self-worth. Providing support for the local community, projects excellence, toward you as an individual and the unit as a whole.
- e. **Resources Excellence:** Excellence in all we do also demands that we aggressively implement policies to ensure the best possible cradle-to-grave management of resources.
- f. **Operations Excellence:** There are two kinds of operations excellence- internal and external.
 - 1. **Internal** - This form of excellence pertains to the way we do business within the Corp. It involves respect on the unit level and a total commitment to maximizing the Cadet Corps excellence.
 - 2. **External** - This form of excellence pertains to the way in which we treat the world around us as we conduct our operations. We must be sensitive to the rules governing environmental pollution and we must be sure to coordinate with others to complete our assigned tasks.



Chapter 6

Clothing and Equipment Account

1. **The Military Property Custodian (MPC) for the GA-20051 AFJROTC is MSgt Greene.** He is responsible for the storage, maintenance, issue, and retrieval of all Air Force clothing and equipment. He will issue each cadet a ready to wear uniform with all accessories. The cadet is not responsible for any alterations, sewing on patches, badges, etc.
2. Protecting government property is each cadet's responsibility. All uniform items (with the exception of socks) and equipment items such as textbooks, computers, plotters, charts, etc., are loaned to you by the Air Force and must be accounted for at all times. If you find any abandoned uniform items or AFJROTC equipment lying around the school, it is your responsibility to turn it in.
3. At the time a uniform or equipment item is issued, the cadet will sign a Custody Receipt Form and initial on each line for items issued. Each item signed for, then becomes the cadet's responsibility and if lost or destroyed either willfully or negligently, the cadet will pay for it. The cost of replacement of an item will be the cost that is in effect when the account is scheduled to be cleared.
4. Normally one complete uniform with all accessories and insignia is issued to each cadet. It is imperative that each cadet understands that all uniform or equipment items, (with exception of hats, socks, and shoes), must be returned or paid for before the end of the school term. If uniforms or equipment items are not returned, the AFJROTC Certificate of Training or the Certificate of Completion will not be awarded. In addition, a financial obligation will be incurred which will prevent graduation, registration, or transfer of credit until satisfied.
5. To preclude unnecessary expense to the cadet and/or delay of receipt of grades or diploma, and to provide for efficient turn-in of uniforms and equipment, the following suggestions are offered:
 - ❖ Do not leave uniform items in unlocked lockers or unattended.
 - ❖ Do not lend uniform items to other cadets or persons.
 - ❖ Do not permit another cadet to turn in your uniform or equipment items.
 - ❖ Do not lend insignia or other uniform /equipment items to your friends.
 - ❖ Do not carry the flight cap with your books. If not being worn, tuck it under your belt.
 - ❖ Do not place uniform in the care of others.
 - ❖ Do place your name on each uniform item with suitable clothing identification tape.
 - ❖ Do be alert for uniform or equipment items left or misplaced by other cadets. Turn-in such items to the MPC.
6. Clothing items that become worn or otherwise unserviceable should be returned to the MPC as soon as possible. If the unserviceable condition is due to fair wear and tear in normal use, the items will be replaced at no cost. Items of clothing that do not fit properly should be altered or exchanged.
7. When returning or exchanging uniform items or other equipment, deal only with the MPC.
8. The United States Air Force uniform represents proud and honorable service.

Chapter 7

Cadet Appearance

Since cadets wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward the AFJROTC program. Male cadets will comply with Air Force “male” standards; and female cadets will comply with Air Force “female” standards. The cadet’s gender will match the information reflected on the student’s birth certificate/student’s school registration. Conversely, proper conduct, actions, and attitudes will create and sustain favorable public reaction, which will enhance the image of the cadet corps. Therefore, as an AFJROTC cadet, you must constantly strive to present a neat, clean, well-groomed image when wearing the uniform.

1. Male Cadets: The face will be clean-shaven; however, mustaches are permitted. If worn, mustaches will be neatly trimmed, must not extend downward beyond the lip line of the upper lip, and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth. Beards or goatees are not permitted.
 - a. Hair will be neatly cut, clean, trimmed and present a groomed appearance. The bulk of the hair will not exceed 1¼ inches on the top of the head, and will not exceed ¼ inch at the termination point on the back of the head. Hair will be groomed to follow the contours of the head and will not touch the ears or collar. Hair in front will be groomed so that it does not fall below the eyebrows, and will not protrude below the band of properly worn headgear. Male cadets whose hair is not in accordance with the above rules will have points deducted from their uniform grade. Continued violations will constitute dismissal from AFJROTC. Braided hairstyles, mohawks, ducktail, cornrows, lines or initials/lettering shaved into the head, and Mr. T’s are not authorized, nor are other bizarre hair styles, including partially shaved heads. Such hairstyles will result in point deductions during inspections. The hair color must complement the member’s complexion and skin tone.
 - b. Sideburns, if worn, will be neatly trimmed. Sideburns will not extend beyond the lowest point of the exterior ear opening, will be straight and even width (not flared), and will end with a clean-shaven horizontal line.
 - c. Male cadets do not wear earrings in uniform. Male cadets found wearing earrings in uniform will lose points during inspection. Continued infractions could result in removal from the program.
2. Female Cadets: The hair must be styled to permit proper wear of Air Force headgear. Hair should always be clean, neatly arranged, and styled to present an attractive feminine appearance. The female hairstyle has a minimum length of 1 inch, and is not exceed to 3 inches in bulk at any point, nor may it interfere with the proper wear of the flight cap. Hair should also be neatly above the bottom of the shirt collar while measured at the position of attention. Locs and shaved heads are not authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. Shaved heads are defined as complete removal of all hair to the skin on the head or portions of the head. Cornrows, pigtails and other hairstyles that allow the hair to extend below the bottom of the shirt collar of the over blouse or jacket are not authorized. Hair will be groomed so that it does not touch the eyebrows, and will not cover any portion of the face. However, Afro, natural, bouffant, and similar styles are authorized except those with excessive fullness or extreme heights (over three inches). Ponytails are allowable. Hairstyles will always allow proper wear of the Air Force issue headgear. The hair color must complement the member’s complexion and skin tone.
 - a. Hair ornaments, such as ribbons will not be worn. Pins, combs, or barrettes similar in color to the cadet’s hair color may be worn. Hairnets are not authorized.

- b. Earrings may be worn if they are small, conservative, pearl white, gold, silver, or diamond looking and spherical. Clip on earrings must fit tightly and may not extend below the earlobe. Only one earring is allowed on each ear.
 - c. When female cadets wear nail polish while in uniform, it should be conservative in color, and in good taste (e.g., neutral or light pink). It must not contain any ornamentation, such as jewels.
- 3. All Cadets: Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.
 - a. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform.
 - b. Excessive tattoos or brands, even though they do not violate the prohibitions in the above paragraph, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter (25%) of the exposed body part, and those above the collarbone and readily visible when wearing any/all uniform combinations.
 - c. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.
- 4. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes. The following applies at all times when in the AFJROTC classroom environment:
 - a. Tongue studs, eye, lip, & nose piercings and/or any other ornamentation that is not considered professional or presents a distraction to learning will not be worn in the AFJROTC classroom or cadet staff area at any time. Lt Col Farr, MSgt Greene, and/or MSgt Parker will determine what is appropriate. If it is a distraction, you will be directed to remove before entering the AFJROTC classrooms, staff area, etc.
 - b. Ear and nose piercings must also be simple and not be a distraction. Furthermore, any cadet who gets an additional piercing during the academic year will not be granted any waivers and therefore must meet required uniform wear standards. It is your responsibility to plan for success. Anyone who gets an additional piercing and then proclaims, "I can't take out my new earring, nose piercing, etc." is considered in violation of their cadet contract and is subject to a failing grade and removal from the AFJROTC program.

Chapter 8

Wearing the Air Force JROTC Uniform

Honor the Uniform: Air Force Junior ROTC cadets generally wear the same uniform—the standard Air Force service uniform—as that worn by active duty personnel in the Air Force. Cadets are expected to honor the uniform—to wear it properly and with pride. The uniform is an important aspect of Air Force Junior ROTC. Whenever you wear the uniform—during indoor and outdoor training periods, at cadet social functions, and during base visits—you represent your school, AFJROTC and the Air Force. How you wear the uniform exposes you and the Air Force to praise or fault from fellow cadets, fellow students, and society at large.

The blue uniform is mandatory for official military functions such as honor guard, color guard or any function the SASI deems appropriate (student formations will not mix cadets wearing military uniforms with cadets wearing civilian clothes in the same flight during official functions). Therefore, to participate in official military functions, a cadet must be wearing the blue uniform.

1. Uniform Requirements: See attachments in the back of this guide for proper insignia placement.
 - a. The flight cap (Males) is worn slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; the cap extends approximately 1-inch from the eyebrows in the front; No hair may extend out the front of the Flight cap. If the cap does not fit in this manner, it is either too large or too small. See MSgt Greene if you need a different cap. The cap is always removed indoors unless you are a member of a color guard or carrying a weapon. If not worn, tuck under the belt on either side, between first and second belt loops; do not fold cap over belt.
 - b. The flight cap (Females) is worn slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; approximately 1 inch from the eyebrows in the front; When not wearing, tuck under the belt on either side in front. Do not fold cap over belt.
 - c. The belt is threaded through the loops to the left for males and to the right for females. When buckled, only the metal tip of the belt should show. The adjustable belt clamp is to change the length of the belt for a proper fit.
 - d. The windbreaker jacket is worn as an outer garment on chilly/cold days. The windbreaker is never worn without being zipped at least half way. If it is necessary to wear unzipped, then cadets will remove it and hang it on the back of their desk.
 - e. The shoes will be laced to the top and shined at a high gloss at all times.
 - f. If panty-hose is worn with any uniform, they must be commercial, sheer, nylon in neutral, dark brown, black, off-black, or dark blue shades that complement the uniform and are as close to matching the individual's skin tone as possible. Hose with a pattern is not authorized.
 - g. The socks must be plain black; no other colors are authorized. Socks must be ankle-high or higher and must not have any design on them. We will issue one pair of socks each year of JROTC.
 - h. The short sleeve light blue shirt is worn with the collar open. (Exception: the necktie is optional with the short sleeve blue shirt with epaulets unless otherwise directed). When worn without the tie, you must wear a white "U" or "V" neck T-shirt. The shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. If a female is wearing the modified

short sleeve shirt, she is not required to tuck the shirt in her uniform trousers. The only creases on the shirt are down the sides of the sleeves. No items will be carried in the shirt pockets. Buttoned pockets and shined shoes mark the cadet who pays attention to detail.

- i. The blue trousers are designed to be dry-cleaned. However, if this option is not possible or is too expensive, you can wash the uniform pants at home as follows:
 - j. Wash the uniform pants in cold water with cloths of a similar type and color. Once the washer has finished the final spin cycle, remove the pants and let them hang dry. Do not use a dryer or you'll shrink your pants.
 - k. The bottom of the trouser leg will touch the shoes in such a manner as to cause a slight break in the front trouser crease. No cuffs are worn on military uniform trousers. You need not obtain permission to alter the leg length and waist size of the trousers. The rear pocket of the trousers will be buttoned at all times. Articles carried in the pocket will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed. Sunglass cases will not be worn on the belt. Hats and gloves are not tucked under the epaulets of any uniform--at any time. Sunglasses should never be hanging from any part of your uniform. Gloves are not tucked in belts. Observance of these small details is the mark of a well-groomed cadet.
 - l. The outside pockets of the service coat are for decoration only. Nothing should be carried in them. There are two inside pockets for carrying small items. All outside pockets and snaps will be secured at all times. The coat may be removed in the classroom when it becomes uncomfortably warm. If the coat is removed, it will be carefully draped over the back of the chair. The necktie will not be removed or loosened even though the coat is removed. The coat is not to be removed while eating. The coat will be put on and buttoned before leaving the classroom. The buttons on the service coat will be displayed upright.
 - m. The Service Coat must be dry cleaned and may be pressed with a steam iron (be extremely careful not to get the iron too hot and burn it) between cleaning as necessary to maintain a neat, wrinkle free appearance. The coat does not need to be cleaned weekly. With normal wear, the uniform coat will only need dry cleaned every few months. Always hang up your coat and trousers. Do not throw them in a corner, let the dog sleep on them, etc. Do not place the service coat in the washing machine.
 - n. Shirts should be cleaned every-time they're worn. Medium starch will keep the shirts neat throughout the day. Your shirt should be clean and pressed each time you wear it. There should be a crease in the sleeve of the shirt running down the center of the top of the sleeve through the center of the patch.
 - o. Semi-formal uniform: A plain collar white shirt is worn with the coat and trousers on formal occasions, such as a military ball.
 - p. The "GIG" line is the line formed by the edge of the shirt, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always be kept straight. Check it frequently!
 - q. Only the "V" or "U" neck type T-shirt may be worn with the uniform shirt when not wearing a tie.
2. General Rules for Wearing the Uniform: Each cadet must wear his/her uniform at least once per week (usually on Wednesday) unless instructed otherwise. The uniform is worn all day! Any cadet who not in uniform will receive a grade of "0" and they'll have the opportunity to recover the grade by wearing it the next school day. The recover grade will begin at 70%. If a cadet needs to change out of their uniform for any reason they may ask permission from the instructors. If permission is denied and the cadet

changes anyway, they will receive a grade of "0" and will not have the opportunity to recover the grade.

- a. Only authorized uniform items will be worn. Do not mix any uniform items (including the windbreaker) with civilian clothing.
- b. Wear authorized insignia only.
- c. When a cadet is wearing the service coat, insignia is to be worn ONLY on the service coat (not the blue shirt and service coat).
- d. All pockets will be buttoned. Hands should be kept out of uniform pockets.
- e. Cadets are required to wear headgear outdoors on the EPHS campus. Headgear will also be worn for all AFJROTC drill, during off campus field trips, for special duties, such as ushering, and going to and from school. Hats will be required while drilling in uniform.
- f. Trim loose strings and frayed seams on the uniform.
- g. Avoid carrying bulky items in the pockets, which distort the uniform appearance.
- h. Shoes should have a glossy shine (hint: check heels and sides of soles)
- i. Notify Instructors of missing buttons promptly.
- j. Wristwatches, identification bracelets, and rings (three maximum) may be worn. Ornamental necklaces, pendants, ankle bracelets and other conspicuous adornments are prohibited. Do not wear rubber bands on your wrist.
- k. The blue Air Force nametag is worn over the right side of the short sleeve blue shirt:
 - 1. Males - parallel with and centered above the top seam of the pocket on the male uniform
 - 2. Females – center name tag on right side, even with to 1½ inch higher or lower than the first exposed button.
- l. Ribbons are to be centered on the left side, parallel with the ground. Align bottom of ribbons with bottom of nametag.
- m. All insignia are fastened with metal clutches (frogs).
- n. Hitchhiking, performing hard labor, engaging in sports activities, etc., while in uniform is not permitted.
- o. Conservative sunglasses may be worn while outside only. (Exception: When in formation, during inspection, etc. only prescription glasses may be worn).
- p. Cadets should never smoke or use smokeless tobacco, etc. at anytime!
- q. At the end of the school term, all uniforms will be returned and lost items will be paid for promptly.
- r. Optional items: Certain uniform items are considered optional. This means cadets may purchase certain items from the military clothing sales store on an Air Force Base, but will never be mandatory. Drill Team members and Color Guard members may be authorized special items.

3. Special Uniforms/Considerations: These uniforms may be specially authorized for the drill team, saber team, and color guard.

- a. All cadets in their 2nd, 3rd, or 4th year of Air Force JROTC who are not failing any classes, are authorized (not required) to wear a special "Beret." The SASI will validate these grades every semester. These berets are clearly an optional uniform item and must be ordered and paid for by the cadets. All berets will be standardized by the SASI with insignia.

Note: Any cadet who is authorized to wear a beret and fails to wear their uniform on a regular basis will lose the privilege. This is a privilege that can be withdrawn at any time.

- b. Airman Battle Uniform (ABU): The ABU is authorized as an optional uniform under the following conditions:

The ABU must be obtained and maintained at no cost to the Air Force.

ABUs may substitute for the standard service uniform no more than one uniform day per month.

ABU patches, nametags, and insignia must be worn as indicated in the attachments of this guide. Miniature metal rank insignia will be worn on the collar

HQ AFJROTC requires units to standardize ABU wear. Any cadet in GA-20051 who wants to purchase and wear the ABU uniform must contact/coordinate with MSgt Greene.

Safety is the major consideration for ABU footwear. For example, athletic shoes should be worn if the activity is primarily a physical event or boots if walking through heavy foliage. Footwear must be suitable for drill and meet school standards. If boots are worn, they must correspond to the uniform. Tan or sage green boots are authorized with ABUs.

- c. Religious Headgear. Religious headgear may be worn indoors upon the approval of the SASI, school principal, and HQ AFJROTC. Religious headgear may be worn outdoors so long as it is not visible (i.e. the standard issue Air Force cap must conceal any religious headgear). Religious items (other than headgear) will not be visibly worn with any AFJROTC uniform unless written permission is granted by the SASI, the school principal, and HQ AFJROTC. A letter of approval must also be obtained by the leader of the cadet's faith to ensure that apparel is in keeping with doctrinal or traditional observances of the cadet's religion. No item should be authorized that will have an adverse effect on the student's health, safety, or performance of their duties. To obtain AFJROTC Director approval, send two pictures of the cadet wearing the item via WINGS waiver request process. One picture should feature the cadet's profile and the other picture should have the cadet facing the camera. Wearing of the USAF chaplain's badge(s) is not authorized by the cadet unit chaplain.
 - d. Pregnant Cadets. Female cadets are exempt from the uniform wear requirement when a pregnancy progresses to a point where it is not possible to wear the standard blouse or skirt. Air Force maternity clothing is authorized; however, may not be purchased with Air Force funds.
 - e. Unisex Policy. Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within AFI 36-2903. Female cadets are authorized to wear the male lightweight jacket, male flight caps.
4. Weekly Uniform Inspection: Cadets will be inspected weekly on uniform wear. The uniform inspection sheet (Attachment 11) is intended to inform all cadets exactly where points may be lost during weekly inspections. Cadets should refer to this sheet when preparing their uniform.

- a. Uniform Grade: Cadets will receive a uniform inspection grade (scale of 0 to 100) each week. If a cadet attends school but fails to wear his/her uniform on the designated uniform day (normally Wednesday), they have one opportunity to salvage their grade for the week. However, the maximum grade they can earn, if they wear it the following day (normally Thursday), is a 70% score. *Failure to wear the uniform on the prescribed day or the make-up day will result in a “zero” uniform grade for the week.* A temporary grade of zero will be loaded into the gradebook upon absence but will be changed if the uniform is worn upon return to school. A cadet will also receive demerits for failure to wear the uniform which will negatively impact their Leadership/Followership grade. If cadets have a legitimate reason for not wearing their uniform on the assigned date, they must coordinate with Lt Col Farr, MSgt Greene, or MSgt Parker in advance. This does not mean calling them on Tuesday night! Plan for success! Cadets who are not in uniform on the required day; and who have not made advance arrangements with an instructor, will be sent to ISS for the AFJROTC class period.

<u>Make-up Day</u>	<u>Maximum Grade</u>
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Thursday	70
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- b. Any uniform wear discrepancies will be deducted from the maximum grade indicated above.
- c. When a cadet is absent on uniform day (normally Wednesday), they will wear the prescribed uniform on the day they return to school that week. For example, if you miss school on Wednesday, you must wear your uniform on Thursday. If you miss Wednesday and Thursday, you must wear the uniform on Friday. If you miss Wednesday – Friday and your absences are excused by EPHS, you will not receive a uniform grade for that week and will not be penalized; however, it remains your responsibility to follow-up and insure an instructor changes your grade to “exempted.” A temporary grade of zero will be loaded into the gradebook upon your absence but will be changed if the uniform is worn upon return to school.
- d. Any student who is assigned ISS on a scheduled uniform day will still wear the AFJROTC uniform and receive a grade. The cadet is required to report to the AFJROTC office during the day or before/after school) and receive their uniform inspection.
- e. It is prohibited to change out of uniform on a uniform-wear-day unless approved in advance by an instructor. Any cadet who changes out of uniform without obtaining prior approval (by an instructor) will receive a grade of zero.

Chapter 9

Saluting, Pledge of Allegiance, and National Anthem

The salute is a friendly military exchange of a greeting. Military personnel consider the salute a courteous and respectful greeting among members, and it is one of the oldest traditions binding military professionals together.

1. There are special rules at EPHS governing the salute and saluting areas with which you must become familiar. When outside in uniform at EPHS, saluting is always required unless directed otherwise by the SASI or ASI. Salute when you recognize the person as an officer and eye contact is made with him/her within a reasonable distance.
 - a. The salute is rendered indoors only when cadets are reporting to cadet officers or instructors. The proper sequence of reporting includes saluting and stating (unless there is a predetermined function such as attendance reporting) "Sir/Ma'am, Cadet (last name) reports as ordered". The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet again salutes, the officer will return the salute, or otherwise acknowledge it, and the cadet will do an about face or turn sharply toward the most direct exit and leave.
 - b. A salute is never given or returned while running. The cadet will instead come to quick time (a walk) and render the salute when approximately three paces from the officer.
 - c. Cadets not in uniform may salute as if they were in uniform. Remember, this is a military greeting and show of respect.
 - d. If in uniform, and a cadet observes the American Flag being raised or lowered from any flagstaff, he/she will assume the position of attention, render the hand salute and hold it until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, he/she will assume the position of attention and place the right hand over the heart. If a male cadet is wearing civilian attire including headgear, he will remove the headgear and hold it to his left shoulder so the right hand is over the heart.
 - e. The Pledge of Allegiance is recited and a cadet is in uniform indoors, the cadet should stand at attention, remain silent and face the flag (does not apply to classroom procedure). If most of those present are in civilian clothes, however, the cadet may exercise the option of joining with the others in reciting the pledge.
 - f. If the Pledge of Allegiance is recited and a cadet is in uniform outdoors, the cadet should stand at attention, remain silent, face the flag, and render the hand salute.
 - g. If the Pledge of Allegiance is recited and a cadet is not in uniform and is either indoors or outdoors, the cadet should stand at attention, face the flag, and recite the pledge. The right hand is over the heart during the recitation, and males will hold hats, if worn as described in paragraph 1-d above.
 - h. If the National Anthem is being played, and a cadet is in uniform indoors, the cadet should face the flag (if present; if not, face the music), but not salute unless under arms.

- i. When the National Anthem is being played, and a cadet is in uniform outdoors, the cadet should stand at attention, face the flag (if it is visible, or music if it is not), and salute. (If no flag is visible and music is recorded, the cadet should simply face straight ahead while saluting).
 - j. If the National Anthem is being played, and a cadet is not in uniform (is in either civilian or athletic attire), and the cadet is either indoors or outdoors, the cadet should stand at attention, face the flag, and place the right hand over the heart (men will also hold the hat in the right hand as described in paragraph 1-d above).
 - k. If a cadet is late for formation, he/she will approach the cadet or person in charge when the formation is at a halt, salute, and request permission to fall in. Simply approach the person in charge, salute, and request permission to join the class.
2. Cadet Officers and NCOs should correct saluting errors in a courteous and helpful manner when cadets junior to them commit such errors. All cadets are expected to accept such corrections with gratitude and courtesy.



Chapter 10

Grading Policy, Makeup Work, Evaluations, Extra Credit

1. Grading Policy: All cadets earn their grades based on work they do. No grades are given because a cadet merely attends class. If a cadet does not work, his/her grade will suffer. All points earned will be on a scale of 0 to 100 and incorporated into the school's grading system with the following percentages:

Summative Assessments: **71%**

Uniform Grade (Weekly)	25%
Formal Drill Grade	5%
Leadership/Followership	10%
Cumulative Assessments, Tests and/or Research Project	31%

Formative Assessments: **29%**

Daily Activity (Workbook, etc.)
Quizzes
Article Reviews
Physical Fitness Participation



Final Exam **20%**

Total Grade **100%**

- a. **Uniform Grade**: This refers to the actual wearing of the uniform. It reflects the cadet's degree of attention to detail, organization, and planning. Normally evaluated Wednesday's unless otherwise instructed. See Attachment 11 at end of this guide for evaluation sheet. The ASI or flight commanders normally conduct the inspections. If the cadet does not wear the uniform properly outside of the classroom, he/she could lose points or could possibly receive a zero, with no make-up option. If any cadet has the same write-up 2 times in a row, or fails to wear their uniform regularly in an acceptable manner, they will be referred to the ASI or SASI for grade determination. If any cadet fails to wear their uniform, 2 weeks in a row, the cadet will be referred to the SASI for counseling and the parent/guardian will be notified. If the cadet fails to comply by the end of the 3rd week, the cadet will be referred to the principal for removal from JROTC with a failing grade. If a cadet fails to wear the uniform it will also result in a failing grade for "Leadership/Followership" (during the applicable month) for failure to follow instructions. Also, cadets not in uniform on designated days will be sent to ISS for that class period.
- b. **Drill Grade**: This refers to actual drill performance by the cadet. It will be scored on the drill pad or in some cases in the classroom, gym, etc.
- c. **Leadership/Followership Grade**: This is a monthly grade (Sep – Apr) based on the typical Leadership/Followership traits displayed during the month by the cadet's daily actions. Your

grade for this area will start at 80% (summative grade). We will add your merits to the 80% for your grade at the end of each monthly grading period. You must read Chapter 13 of this cadet guide for more information about Merits. The cadet's conduct and behavior throughout the entire school environment will be a factor. All leadership grades are carefully considered by Lt Col Farr, MSgt Greene and MSgt Parker. Though advanced cadets can award merits, the SASI will ultimately review and load all grades. In short, the cadet staff can make recommendations; however, Lt Col Farr is the final arbitrator and the teacher who makes the final decision on these grades.

Note: Lt Col Farr will evaluate the leadership/followership capabilities of cadet leaders using the Cadet Officer/Staff Evaluation Form (Attachment 15) or Basic Cadet Evaluation Form (Attachment 16).



Any cadet who is assigned In-School Suspension (ISS) or Out of School Suspension (OSS) for three or more days will earn a Leadership/Followership grade of “zero” for the period; otherwise, the cadet loses 20 points per day in ISS/OSS. This action can seriously impact your overall grade. OSS/ISS or other EPHS discipline brings discredit upon yourself and the AFJROTC program. If you have ISS on uniform day, you will wear the uniform and it is your responsibility to report to the SASI or an ASI during the day and receive a uniform grade. All cadets have the opportunity to present their individual case/circumstances to Lt Col Farr for consideration.

- d. Activity Grade: This includes workbooks, projects, study guides, homework, and any special activities. Grades can be given daily on the above activities by the SASI or the ASI. It reflects daily preparation and commitment to participate and put forth effort in the learning process.
 - e. Final Exam: The final exam is given at the end of the academic term and may include a Drill Performance Test as well as a written Academic Exam.
2. Makeup Work: Make up work is the sole responsibility of the cadet. If a quiz or a test was missed by a legal absence, it may be made up within three school days after the absence. It is the responsibility of the cadet to arrange a makeup work session with the SASI or ASI. The instructor will not remind cadets...it's your responsibility. If a uniform inspection is missed by a legal absence, the cadet must make up the inspection the first day he/she is back in class. If the cadet does not wear the uniform at the appropriate time, the cadet will receive a “zero” uniform grade for the week missed. The statement, “I did not know what uniform to wear”, will not be honored. Any uniform is better than none. Call a friend, flight commander or call the instructors to find out the uniform for the day. The uniform requirement will always be briefed and posted in the classroom the day prior. Prolonged absences will be dealt with on a case-by-case basis.
3. Extra Credit: Extra credit work will not normally be permitted. However, if a cadet is striving to achieve success and has completed all required assignments throughout the year, to the best of his/her ability, it will be considered on a case-by-case approach. In short, if you blow off assignments throughout the year and have “zeros” for missing assignments, don't expect the opportunity to improve your grade by doing extra credit work. You need to complete assignments throughout the year before asking for extra credit opportunities.

Chapter 11

AFJROTC Honors & Distinctions

Authority: The Principal of East Paulding High School has authorized the AFJROTC department to award Block “EP” letters and graduation leadership cords (blue & silver) based on outstanding achievement in the AFJROTC program.

Purpose: The award of these honors is reserved for a select few exceptional cadets who best represent the model cadet that other cadets may emulate. These items are not awarded to every cadet who simply meets the minimum criteria to be nominated for consideration. To ensure this privilege maintains the highest of standards, the SASI will award these distinctions extremely judiciously.

Letter Description: The AFJROTC Block “EP” is comprised of gray letters trimmed in black with “AFJROTC” and the Air Force emblem embroidered on the letter.

Authorized Wear of the Letter: The AFJROTC Block “EP” will be presented to cadets who meet established criteria. The block letter may only be awarded once during a cadet’s tenure in East Paulding’s AFJROTC program. The letter will be worn on the EPHS School athletic jacket (or comparable substitute) which may be purchased only with a letter of authorization from the SASI. The cadet’s name may be embroidered on the right chest area of the jacket. No other devices, medals, patches or lettering will be worn on the block letter or letter jacket without permission from the SASI.

Criteria for the Award of the AFJROTC Block Letter: The AFJROTC instructor staff will assess candidates who qualify for award of the letter. The block letter will be awarded at the year-end awards ceremony. Each nominated candidate must meet the following criteria during the academic year to compete for award of the AFJROTC Block Letter:

- Must have a “B” average in AFJROTC for every year in the program.
- No failing academic grades for the current year.
- Successfully completed two full years on the Drill team or Marksmanship team.
- No failed uniform inspections or missed uniform wears (current year).
- No adverse discipline/punishments from the East Paulding discipline code (e.g. OSS/ISS, etc.).
- AFJROTC instructor recommendation.

Leadership Chords Description: The AFJROTC leadership chords are comprised of silver and blue chords intertwined and about four feet in length.

Criteria for the Award of the Leadership Chord:

- Must be a graduating senior who has served at least three years in AFJROTC.
- Must have earned an A/B grade in each one of their AFJROTC classes.
- Must have a weighted high school GPA of 80% or higher at the end of Fall semester
- No failing academic grades for the year.
- Served with distinction in a key leadership role in AFJROTC.
- No failed uniform inspections or missed uniform wears (current year).
- No adverse discipline/punishments from the East Paulding discipline code (e.g. OSS/ISS, etc.).
- AFJROTC instructor recommendation.

Note: The SASI retains authority to grant an “exception to policy” in rare circumstances when truly outstanding performance overshadows a deficiency in any one aspect of the preceding criteria.

Chapter 12

Co-Curricular Activities

1. Color Guard: This elite group has the honor of presenting the national and state flags at school and community events. Distinctive uniform items are worn by the Color Guard. Each cadet has an opportunity to train for the Color Guard team.
2. Drill Team: A tremendous amount of effort is required in this activity. Here is a chance to polish the basic skills learned. After school practice, extreme dedication, concentration, complete compliance with the Drill Team Commanders' commands, extra care of the uniform, the desire for public exhibition and recognition, and individual desire will limit this activity to about 30% of the Corps. Drill Team is considered a Club for Drill Team members only. Not for those trying to earn a spot on the team.
3. Saber Team: This team is trained to use ceremonial sabers for specific events. Homecoming events, recognition ceremonies, military ball, etc.
4. Kitty Hawk Society: This is the official AFJROTC and National Honor's Society. It strives to promote high academic standards, service to the school and community, promote initiative and self-confidence, develop leadership skills, promote academic excellence, encourage educational development after high school, and further the Air Force's role in aerospace education.
5. Marksmanship Program: Competitive shooting at Air Force and Georgia High School Association events. An air rifle (.177 caliber) is used for the unit's Civilian Marksmanship Program which utilizes either compressed air or compressed carbon dioxide.
6. Rocketry Program: Design, build, fly and recover small rockets that are made of paper, plastic, balsa wood, or other lightweight material. An exciting introduction into aerospace engineering, design, and basic concepts of flight and space.
7. Aerospace Static Model Program: Design and/or build small rockets, planes, or other aircraft/spacecraft. Learn about aerospace engineering, design, and functionality in the Air Force.
8. Air Force Weather Agency Program: Increase cadet's knowledge and appreciation for the role weather plays in the operational world of aviation safety.
9. Social Activities: The cadet squadron conducts various social events that may include an Awards Banquet, Military Ball, Field Day, Picnic, Skating Party, Parades, etc. These events are planned and organized by the cadets, open to all cadets, and are integral parts of the AFJROTC program. Many of these activities are mandatory events so you must plan accordingly.
10. Curriculum in Action (CIA): Trips to Air Force Bases, aerospace museums, colleges and universities are an important part of the Aerospace Science curriculum, and are real highlights of the school year. All cadets in good standing such as cadets passing the course with a 70, or higher; and/or cadets with no disciplinary infringements (i.e., ISS/OSS/instructor recommendation) will have the opportunity to participate with parent's approval.
11. Fund Raising: Various fund raising activities are conducted to support numerous functions. The success of any fund raising effort depends largely on the support of each cadet.
12. See The Air Force JROTC Consolidated Operational Supplement for additional information on co-curricular activities.

Chapter 13

Cadet Promotions

The quest for temporary promotion provides constant challenges and motivation to cadets. This challenge is appropriate since the change of insignia that accompanies a temporary promotion is visible evidence of progression and standing among contemporaries. Also the insignia is evidence of growing maturity, the ability and willingness to accept additional responsibility, and demonstrated growth leadership.

1. Promotions in high school AFJROTC are based on self-initiative.
2. There are two types of grades a cadet may hold:
 - a. Permanent Grade: Permanent grades and all permanent promotions are dependent on satisfactory performance. The lowest permanent grade increases one grade for each year in the program. For example, the lowest permanent grade for Aerospace Science AS-I cadets is Cadet Airman, for AS-II cadets it is Cadet Airman First Class, for AS-III cadets it is Cadet Senior Airman and for AS-IV cadets it is Cadet Staff Sergeant. For AS-I cadets, these grades will be assigned at the end of the first nine weeks. For advanced cadets, permanent grades will be assigned at the beginning of the new term. At that time, the insignia to be worn will be that of the cadet's permanent grade unless the cadet is awarded higher temporary grade. Officer rank may be achieved after being selected and worn while successfully serving in an Officer position. Removal from an officer position will typically result in a return to applicable AS-level permanent rank.
 - b. Temporary Grade: Temporary promotion is not automatic, but instead depends on the performance of the cadet. Temporary grades are awarded only when they are higher than the permanent grade. A cadet, who has both a temporary and a permanent grade, will wear the insignia of the temporary grade since it will always be higher.
 - c. Cadet Officer rank are temporary grades usually based on the position they hold. Cadet Officer positions will normally be filled by senior cadets or deserving junior cadets. Junior cadets usually fill top NCO positions. Consideration is normally given to previous military experience such as Civil Air Patrol, prior Junior ROTC training, etc.
 - d. Cadets initially assigned to command and staff positions will not be awarded the highest grade authorized. This will permit promotion based on actual performance in that position.
 - e. A cadet will not normally hold a grade higher than that authorized for his/her position. Exceptions are made for cadets who are assigned to special functions or advisory positions where there special talents can be used to benefit the
3. The following are promotion policies:
 - a. The SASI will select the Cadet Squadron Commander, subordinate commanders, and staff members. Special Orders published by the Cadet Information Officer will announce promotion actions approved by the SASI.
 - b. Cadets will normally serve in an assigned position for a complete academic year. On occasion some positions may be rotated during the semester.

4. Cadet officer promotions are based on the “Whole Person Concept” with consideration given to the followings:
 - a. Academic Leadership: How well does the cadet perform on quizzes and examinations, class projects and presentations? Are assignments completed on time?
 - b. Organizational Leadership: How well does the cadet function in positions of leadership? Does the cadet command respect? Does the cadet give proper consideration to subordinates? How does the cadet appear in uniform? Does the cadet wear the uniform weekly as required?
 - c. Co-Curricular Activities: To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet participate and demonstrate excellence in all cadet activities?
 - d. Responsibility: How does the cadet accept job assignments and responsibilities? Does the cadet volunteer for additional duties? Does the cadet accept responsibility for the proper care of the uniform? Is the cadet always on time? Is the cadet always prepared for class?
 - e. Service: To what degree does the cadet serve the school, church, community, and the cadet corps?
 - f. Organizational Support: Does the cadet perform above and beyond normal duties? To what extent does the cadet participate in the flag detail, Color Guard, parades, fundraisers, etc.?
 - g. Military Appearance. Does the cadet wear the uniform weekly as required?
 - h. Program Impact: What impact has this cadet made on the future of our program? Has the cadet participated on a team; initiated any new process or procedure that has elevated or significantly improved our program?
5. Enlisted: Promotions: All the enlisted cadets will have the ability to apply for promotion three times each academic year. Each promotion will require a rank specific checklist be completed prior to applying to meet the promotion board. Once you’ve passed the promotion board, the final decision on any promotion will be made by the SASI. The cadet will then be given a specific promotion date. The SASI or ASI will review the academic and discipline records for each cadet and make the final determination on who gets promoted. In short, we will not promote cadets to a higher position simply because they complete the paperwork.

Chapter 14

Merit/Demerit Program

The Merit/Demerit program is designed as a leadership tool for recognizing and dealing with the mistakes and wrong choices you are apt to make as a cadet in a leadership program. This system is not designed to punish the individual for the mistakes they make, but rather to give them an opportunity to correct their own mistakes.

1. Your goal is to earn more merits than demerits. Demerits must be worked off by earning merits. A total of merits and demerits for each cadet will be posted each monthly period. The list below has many examples of how merits/demerits may be earned:

<u>Merit Activity</u>	<u>Merits</u>	<u>Demerit Activity</u>	<u>Demerits</u>
Color Guard	20	Failure to Wear Uniform	40
Parade Participation	20	Disrespect	20
Additional Uniform Wear	30	Profanity/Obscene Gestures	20
100% Uniform Grade	10	Improper Uniform Wear	20
100% on Drill Grade	10	Sleeping in Class	20
Compete in Drill Comp	30	Stealing	20
Promotion	30		

2. The key is to always have as many merits on your account as possible. Merits will be treated as extra-credit points for your Leadership/Followership grade. The only way you will ever lose your merit points is by receiving demerits. Your beginning grade is 80%, at the discretion of the SASI, a cadet may not be awarded a Lead/Follow grade greater than 150% each grading period.
3. The Merit/Demerit system may not be used for all advanced cadets during the 2nd semester. Lt Col Farr will evaluate the leadership/followership capabilities of each cadet using the Cadet Officer/Staff Evaluation Form (Attachment 17) or Basic Cadet Evaluation Form (Attachment 18).
 - a. See Chap 10 & Attachment 13 for additional information concerning this program.

Chapter 15

Cadet Squadron Organization

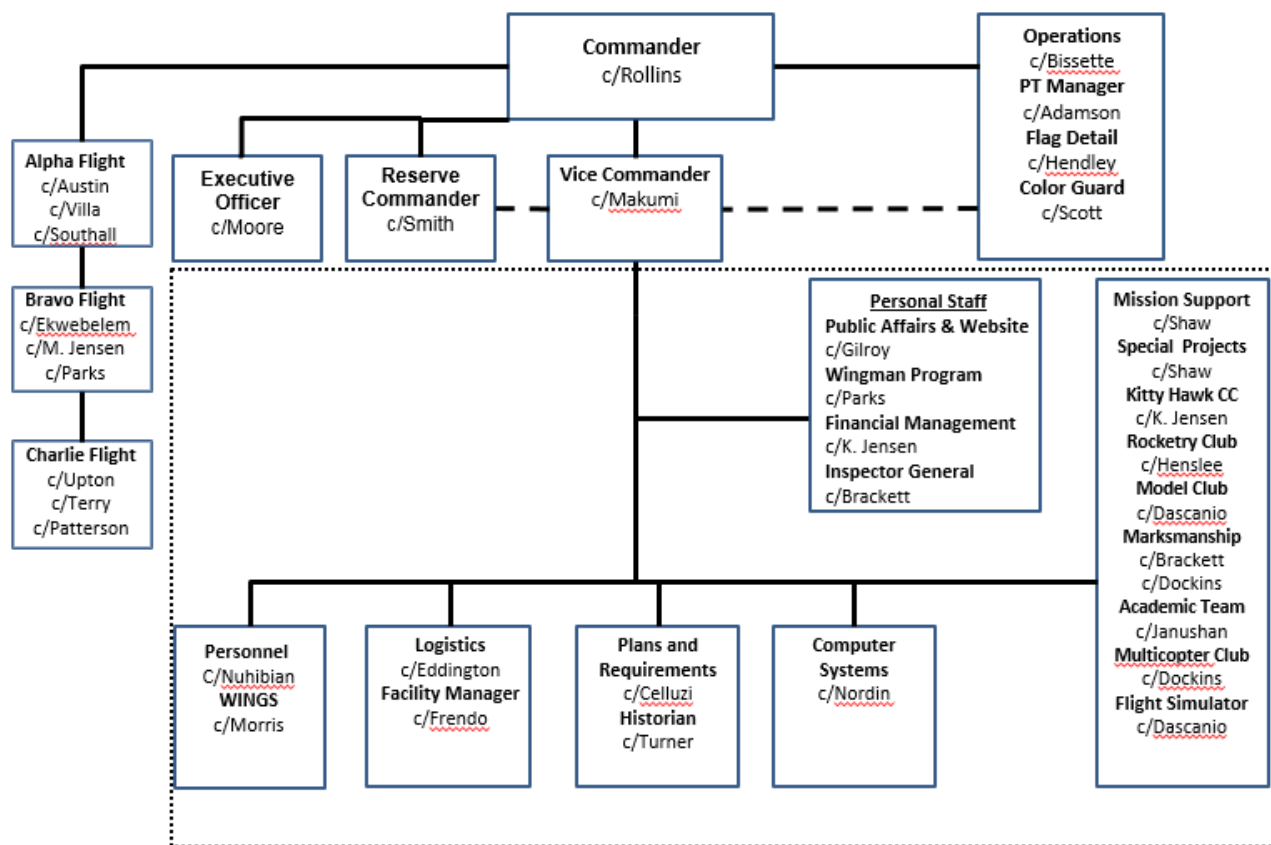
1. **Cadet Organization:** The GA-20051 AFJROTC Cadet Squadron will be organized in accordance with AFJROTC directives. A current organizational chart will be published each year.
2. **Unit Manning Document:** A Unit Manning Document (UMD) will be used as a guideline for cadet positions and rank authorizations. See attachment 16 for the UMD.
3. **Cadet Appointment and Rotation of Duties:** Air Force directives state that the Senior Aerospace Science Instructor (SASI) will select the cadet chain of command and establish rotation and promotion policies. Cadets should experience ever-increasing rank and responsibility if performance, attitude, and leadership ability warrant such advancement. Cadet positions may also be rotated, if necessary. Special promotions may be made by the SASI in order to fill a need or to recognize special merit.
4. **Cadet Selection Criteria:** Cadets will not be selected for leadership positions based solely on gender, ethnicity, or academic standing. Attitude, performance and dependability have always served as the measuring tools for placing cadets in leadership positions.
5. **Cadet Staff Meetings:** The Cadet Squadron Commander will conduct a staff meeting for her/his key officers as required. This will be a mandatory meeting for those staff members designated by the Cadet Wing Commander.
6. **Demotion Criteria:** Cadets who are unwilling or unable to perform the duties required, or clearly show that they do not intend to accept all the responsibility associated with a position will be removed from that position and awarded the appropriate permanent rank.
7. **Permanent and Temporary Rank:** Cadets will wear the permanent rank assigned to their AFJROTC academic year when not holding a position which calls for higher (temporary) rank. Temporary rank will be awarded by the SASI based on the position to which a cadet is assigned. Temporary rank will not automatically be carried over from year to year, and it may be changed any time due to position changes, special promotions, unsatisfactory performance, or demotions.
8. **Assignment of Rank:** When assigned to a position, the cadet may not be automatically awarded the highest temporary rank authorized by the UMD. Cadet performance will be monitored for a period of time before the cadet is promoted to the highest rank authorized, as determined by the SASI.

NOTE: Cadet rank may be removed at any time by the SASI for undesirable behavior or a lack of adherence to AFJROTC standards.

Organization and Staff Functions

The Organization Chart below shows the functions of the Squadron. Each cadet should become familiar with all of the functions to gain a more complete understanding of those jobs as they relate to the Squadron. This chart also reflects the Chain of Command by a line connecting the functions or positions. Information, guidance and decisions flow down the chain of command in the form of oral and written instructions. Information and recommendations, which are used by cadet leaders in decisions, also flow up the chain of command. Information flow and coordination between lateral functions are also necessary for efficient staff functioning. Unless there is a free communications flow throughout the organization, the Squadron will quickly become ineffective.

ORGANIZATIONAL CHART (GA-20051)



Functions, Responsibilities, and Job Descriptions:

Position Assignments: Upper level cadets may be assigned positions of responsibility in the Cadet Squadron so that they can develop leadership ability, teamwork, organizational skills, and self-discipline. Rank is awarded commensurate with the level of responsibility of the position. Each cadet is expected to perform the responsibilities and duties of the position to which he is assigned. The basic duties of the key positions follow:

1. Corps Commander is responsible for:
 - a. The overall cadet corps organization; and will establish key leadership theme(s) to help inspire and lead the cadet corps to great accomplishments.
 - b. Directly supervises the Chief of Staff, Flight Commanders, applicable staff members, and other staff positions as directed by the SASI.
 - c. Understands the mission of the AFJROTC organization and is responsible for the appearance, discipline, training, and conduct of the Squadron.
 - d. Maintains a command presence throughout the corps.
 - e. Determines and maintains written policies that provide unit guidance.
 - f. Inspects and evaluates staff functions.
 - g. Conducts periodic staff meetings to ensure smooth operation of the Squadron.
 - h. Administers program-wide activities according to Air Force principles and procedures.
 - i. Ensures an effective chain of command exists and operates.

- j. Maintains close coordination with the SASI/ASI related to cadet corps activities.
2. Cadet Chief of Staff/Vice-Commander is responsible for:
- a. Responsible to the Corps Commander and when directed by the SASI/ASI will assume duties of the Commander (i.e., also tasked as the Vice Commander in the Commander's absence).
 - b. Directly supervises, tasks, and manages Cadet Corp Management Staff.
 - c. Coordinates closely with the Commander and prepares the agenda for weekly staff meetings.
 - d. Monitors progress of all special committees.
 - e. In conjunction with the Operations (A3) Officer and the Mission Support (A7) Officer, develops and publishes a schedule of activities for the term, including Weekly Operations Orders, plans and organizes Field Day activities, parades, reviews, awards banquet, field trips, etc.
 - f. Keeps the Commander informed on all activities.
 - g. In conjunction with the Plans & Requirements (A5) Officer, and at the direction of the Commander, serves as the lead agency for ensuring proper standardization of the organization (i.e. IAW AFJROTC Instructions and Guidelines).
3. Executive Officer
- a. Makes the commander and vice commander more effective in their jobs.
 - b. Tracks work that needs to be accomplished in the organization and manages suspenses owed to the instructors and AFJROTC headquarters.
 - c. Manages the schedules of the commander and vice commander.
 - d. May be required to fill-in during the absence of the commander, vice commander or operations Officer.
4. Commander's Personal Staff
- a. Cadet Inspector General (filled at the discretion of the SASI) is responsible for:
 - 1. Standardization throughout the Cadet Corps.
 - 2. Special projects or investigations as assigned by the Cadet CC or SASI.
 - b. Cadet Public Affairs Officer is responsible for:
 - 1. Developing a publicity program for AFJROTC program to include appropriate bulletin board displays.
 - 2. Coordinating with school yearbook staff on cadet activities.
 - 3. Maintaining unit scrapbook and other records reflecting Squadron accomplishments.
 - 4. Ensuring proper video and still photograph coverage of all cadet activities.
 - 5. Coordinates and conducts the AFJROTC recruiting program in the high school and middle school; and the AFJROTC Wingman and retention programs.
 - 6. Developing an AFJROTC Yearbook as directed by the ASI or SASI.
 - c. Cadet Financial Management Officer is responsible for:
 - 1. Preparing budget to cover cadet activities.
 - 2. Planning fund raising activities in coordination with the Cadet Squadron Vice Commander.
 - 3. Preparing financial reports of each cadet activity.
 - 4. Maintain AFJROTC Receipt Book.
 - d. Cadet Senior Enlisted Advisor (SEA) is responsible for:
 - 1. Development, implementation and oversight of the corps' mentor/mentee program.
 - 2. Each flight sergeant reports to the SEA and manages this at the flight level.
5. Cadet Personnel Officer is responsible for:
- a. Making cadet assignments as directed by the Commander.

- b. Keeping the cadet organization chart current with correct names, rank, etc.
 - c. Maintaining cadet personnel files by accurately updating records of cadet assignments, promotions, awards, etc.
 - d. Serves on Cadet Boards and records findings/results/recommendations, etc.
 - e. Maintaining organization chart and Unit Manning Document (UMD)
 - f. Performs other duties as assigned by the CC, Chief of Staff, ASI, or SASI.
6. Cadet Operations Officer is responsible for:
- a. Responsible to the Chief of Staff and directly supports the Flight Commanders.
 - b. Relays information to the Flight Commanders.
 - c. Understands the mission of AFJROTC and leads activities to improve the appearance, discipline, training, and conduct of all members of the unit.
 - d. Acts as a liaison between commander, flights and staff.
 - e. Assists Flight Commanders to ensure compliance with standards of dress and appearance.
 - f. Coordinates Flag Detail teams for raising and lowering flag each school day.
 - g. Performs other duties as assigned by the Commander.
7. Cadet Logistics Officer is responsible for:
- a. Assisting the Military Property Custodian (MPC) with the receipt, issue and accountability of uniform items, equipment and supplies related to the operation of the cadet Squadron.
 - b. Assisting the MPC in maintaining cadet supply records. Conduct periodic and special inventory of equipment and supplies.
 - c. Co-supervisor of Flight Logistics Representative.
8. Cadet Plans and Requirements Officer is responsible for:
- a. Assist the commander with development of the program's annual goals (as required by the Air Force).
 - b. Makes recommendations for a strategy to achieve annual goals; and monitors unit progress towards those objectives.
 - c. Develops, maintains & updates continuity folders for all key processes.
9. Cadet Communications & Computer Systems Officer is responsible for:
- a. Properly working computer/printer systems (works with SASI or ASI if work orders are needed to fulfill this duty).
 - b. The use of technology to communicate within the organization and outside of the organization to the public (such as the web site, Face Book, etc.).
 - c. The use of technology within the classroom—innovative ways to make learning fun and to make information more accessible to our cadets.
10. Cadet Mission Support Officer is responsible for:
- a. Cadet Special Projects Officer(s) who plan, organize, and execute all major projects assigned by the CC or CV/Chief of Staff to include Veterans Day activities, Military Balls, Dining In/out, Awards Night, etc.
 - b. Cadet Information Management Officer(s) who records and publishes minutes of cadet staff meetings; authenticates, publishes, distributes and files all cadet publications including special orders, schedule of activities, regulations and forms; prints and publishes all correspondence to include recruiting letters (in coordination with Public Affairs); and maintains/updates all cadet regulations.
 - c. Cadet Training Officer(s) who develops, leads and manages learning opportunities such as the model club, the rocketry club, and other special interest events. Also, manages all standardized, formal training if required for all flights.

11. Cadet Flight Commander is responsible for:

- a. Ensuring proper appearance, training, conduct of flight members during leadership and classroom training.
- b. Leading and directing the cadet flight at all cadet formations.
- c. Reporting to the instructors on the status of the flight to include matters of discipline and problem areas.
- d. Developing those emerging leaders under her/his command such as mentoring the flight commander, flight sergeant, and element leaders.

12. Cadet Assistant Flight Commander is responsible for:

- a. Insure flight commander is successful with all duties outlined above.
- b. Fill-in during the flight commander's absence by completing all Flt CC duties listed above.

13. Cadet Flight Sergeant is responsible for:

- a. The flight's mentor/mentee program (i.e., will insure each AS-1 student is assigned an advanced cadet as a mentor; and will manage/monitor the flight's mentor/mentee program).
- b. Assist the flight commander and assistant flight commander with any duties, as prescribed.
- c. Additionally, reports to the Senior Enlisted Advisor on all aspects of the mentor/mentee program.

NOTE: The commander will appoint a Cadet Project Officer (PO) for each major task assigned to the cadet corps. Project Officers will be responsible for planning, coordinating, and supervising their specific projects. Each PO will complete a project continuity notebook for each assigned task/event. The project continuity notebook (prefer electronic copies) should include, but is not limited to, the following information:

- Point of Contact roster (Names, titles, and phone numbers of those contacted to coordinate the event).
- Master list of attendees/participants by name.
- Event budget (identifies all requirements and associated costs.)
- Event/Program itinerary.
- Supplies, resources and materials required (as applicable).
- Comments or suggestions for future project officers.
- Names of Project Officer and cadets who helped complete the project.

Chapter 16

Awards and Decorations

Awards and Decorations: The Cadet Awards and Decorations Program foster morale, esprit de corps, and recognize achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by HQ AFOATS/JR and listed in this guide may be worn. Units may not create local awards for wear on the uniform.

1. **National Awards:** National awards are presented to cadets selected by the SASI and approved by the EPHS principal.
2. **AFJROTC Awards:** These awards are presented to cadets selected by the SASI and approved by the principal.
3. **Other Awards:** Presented to cadets selected by the SASI for special accomplishments.

Awards will be presented at appropriate ceremonies. The Public Affairs Officer will arrange proper advance publicity. Families and friends of cadet recipients will normally be invited to attend the ceremonies. These awards are normally presented at the Annual Awards Banquet held in May of each academic year.

Order of Precedence

1. Special Awards:

- a. Gold Valor Award
- b. Silver Valor Award
- c. Cadet Humanitarian Award
- d. Community Service with Excellence Award

2. National Awards:

- a. Air Force Association Award
- b. Daedalian Award
- c. American Legion Scholastic Award
- d. American Legion General Military Excellence Award
- e. Daughters of the American Revolution Award
- f. American Veterans Award
- g. Reserve Officers Association Award
- h. The Military Order of World Wars Award
- i. The Military Officers Association Award
- j. Veterans of Foreign Wars Award
- k. National Sojourners Award
- l. Sons of the American Revolution Award
- m. Scottish Rite, Southern Jurisdiction Award
- n. Military Order of the Purple Heart Award
- o. Air Force Sergeants Association Award
- p. Sons of Union Veterans of the Civil War Award
- q. Sons of Confederate Veterans H.L. Hunley Award
- r. Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award
- s. The Retired Enlisted Association Award
- t. Celebrate Freedom Foundation JROTC Award
- u. National Society United States Daughter of 1812
- v. Air Commando Association Award
- w. Non-Funded National Awards (See Air Force JROTC Guide August 2012)

3. AFJROTC Awards:

- a. Distinguished Unit Award & DUA w/Merit
- b. Outstanding Organization Award
- c. Outstanding Flight Award
- d. Top Performer Award
- e. Outstanding Cadet Ribbon
- f. Leadership Ribbon
- g. Achievement Ribbon
- h. Superior Performance Ribbon
- i. Academic Ribbon
- j. Leadership School Ribbon
- k. Special Teams Competition
- l. Orienteering Competition Ribbon
- m. Co-curricular Activities Leadership Ribbon
- n. Drill Team Ribbon
- o. Color Guard Ribbon
- p. Saber Team Ribbon
- q. Marksmanship Ribbon
- r. Good Conduct Ribbon
- s. Service Ribbon
- t. Health and Wellness
- u. Recruiting Ribbon
- v. Activities Ribbon
- w. Attendance Ribbon
- x. Dress and Appearance Ribbon
- y. Longevity Ribbon
- z. Bataan Death March Ribbon
- aa. Patriotic Flag Award Ribbon

4. Civil Air Patrol (CAP) Awards:

- a. General Carl Spaatz Award
- b. General Ira C. Eaker Award
- c. Amelia Earhart Award
- d. General Billy Mitchell Award
- e. General J.F. Curry Achievement Award

5. Other Awards:

- a. The Joshua P. Dingler "Outstanding Cadet" Award – (EPHS unique and concluded in 2016).
- b. The Future of America Award (EPHS Unique)
- c. The Survival of the Ages Award (EPHS Unique)

AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, or United States Marine Corps JROTC. AFJROTC cadets will wear AFJROTC ribbons ahead of other service JROTC ribbons or awards. Squadron ribbons according to service with the order of precedence determined by the regulations of each service. Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps. Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.

Special Awards:

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

2. **Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.
3. **Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizen.
4. **Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.

National Awards:

1. **Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program). The award recipient must possess/meet the following personal characteristics and eligibility criteria:
 - a. Positive attitude (toward AFJROTC and school).
 - b. Outstanding personal appearance (uniform and grooming).
 - c. Display personal attributes such as initiative, judgment, and self-confidence.
 - d. Courteous demeanor (promptness, obedience, and respect for customs).
 - e. Growth potential (capacity for responsibility, high productivity, adaptability to change).
 - f. Possess the highest personal and ethical standards and strong positive convictions.
2. **Daedalian Award.** The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:
 - a. Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
 - b. Indicate the potential and desire to pursue a military career.
 - c. Rank in the top 10% of their AS class.
 - d. Rank in the top 20% of their school class.
3. **American Legion Scholastic Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:
 - a. Rank in the top 10% of the high school class.
 - b. Rank in the top 25% of their AS class.
 - c. Demonstrate leadership qualities.
 - d. Actively participate in student activities.

4. **American Legion General Military Excellence Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:
 - a. Rank in the top 25% of their AFJROTC class.
 - b. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
5. **Daughters of the American Revolution (DAR) Award.** This award consists of a bronze medal and ribbon. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:
 - a. Rank in the top 25% of their AS class.
 - b. Rank in the top 25% of their high school class.
 - c. Demonstrate qualities of dependability and good character.
 - d. Demonstrate adherence to military discipline.
 - e. Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.
6. **American Veterans (AMVETS) Award.** This award consists of a medal pendant and ribbon. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:
 - a. A positive attitude toward Air Force JROTC programs and service in the Air Force.
 - b. Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
 - c. Personal attributes (initiative, dependability, judgment, and self-confidence).
 - d. Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
 - e. Obtained a grade of "A" (or the numerical equivalent) in their AS class.
 - f. Be in good scholastic standing in all classes at the time of selection and at the time of presentation.
7. **Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:
 - a. Positive attitude toward the AS curriculum.
 - b. Outstanding personal appearance (wear of the uniform, posture, and grooming).
 - c. Attributes of initiative, judgment, and self-confidence.
 - d. Courtesy (promptness, obedience, and respect).
 - e. Growth potential (capacity for responsibility, high productivity, adaptability to change).
 - f. Demonstrate the highest personal and ethical standards and strong positive convictions.
 - g. Rank in the top 10% of their AS class.
8. **Military Order of World Wars Award.** This award consists of a bronze medal pendant, certificate, and ribbon. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.
9. **Military Officers Association of America (MOAA) Award.** This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:
 - a. Be a member of the junior class.
 - b. Be in good academic standing.
 - c. Be of high moral character.

- d. Show a high order of loyalty to the unit, school, and country.
 - e. Show exceptional potential for military leadership.
10. **Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon. This award is presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:
- a. Have a positive attitude toward AFJROTC.
 - b. Have outstanding military bearing and conduct.
 - c. Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
 - d. Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
 - e. Demonstrate leadership potential.
 - f. Attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester.
 - g. Be active in student activities.
 - h. Not have been previous recipients of this award.
11. **National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:
- a. Be in the top 25% of their academic class.
 - b. Encourage and demonstrate ideals of Americanism.
 - c. Demonstrate potential for outstanding leadership.
 - d. Not have previously received the award.
12. **Sons of the American Revolution (SAR) Award.** This award consists of a bronze medal with ribbon. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:
- a. Be currently enrolled in the AFJROTC program.
 - b. Be in the top 10% of their AFJROTC class.
 - c. Be in the top 25% of their overall class.
13. **Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal, ribbon, and certificate. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:
- a. Contribute the most to encourage Americanism by participation in extracurricular activities or community projects.
 - b. Demonstrate academic excellence by being in the top 25% of class.
 - c. Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
 - d. Not have been a previous recipient of this award.
14. **Military Order of the Purple Heart Award.** This award consists of a medal pendant with a ribbon. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:
- a. Have a positive attitude toward AFJROTC and country.
 - b. Hold a leadership position in the cadet corps.
 - c. Be active in school and community affairs.

- d. Attain a grade of "B" or better in all subjects for the previous semester.
 - e. Not have been a previous recipient of this award.
15. **Air Force Sergeants Association (AFSA) Award.** This annual award consists of a medal pendant with a ribbon. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:
- a. Be in the top 25% of the AFJROTC class.
 - b. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
 - c. Not have been a previous recipient of this award.
16. **Sons of Union Veterans of the Civil War (SUVCW) Award.** This award consists of a medal pendant with a ribbon. This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.
17. **Sons of Confederate Veterans H.L. Hunley Award.** This award goes to a rising second year cadet who demonstrated the qualities of Honor, Courage and in particular commitment to his/her unit throughout the school year. This award consists of a medal, ribbon and certificate.
18. **Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award.** This TAI sponsored award consists of a ribbon and a certificate. This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:
- a. Attain a grade of "B" or better in their AS class.
 - b. Be in good academic standing.
 - c. Actively participate in cadet corps activities.
 - d. Participate in at least 50% of all unit service programs.
19. **The Retired Enlisted Association (TREA) Award.** Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. This award consists of a medal set with ribbon and a certificate from TREA.
20. **Celebrate Freedom Foundation JROTC Award.** The CFF/ERAU JROTC Award consists of a certificate and ribbon and is presented annually to the outstanding first or second-year (in a 3-year program or 4-year program) cadet
- a. Positive attitude (toward AFJROTC and school)
 - b. Outstanding personal appearance (uniform and grooming)
 - c. Display personal attributes such as initiative, judgment, and self-confidence
 - d. Growth potential (capacity for responsibility, high productivity, adaptability to change)
 - e. Possession of the highest personal and ethical standards and strong positive convictions
21. **National Society United States Daughters 1812 Award.** Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.
22. **Air Commando Association Award.** Awarded annually at the SASI's discretion for completing a one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.
23. **Non-Funded National Awards.** See AFJROTC Consolidated Operational Supplement, July 2014 for details.

AFJROTC Awards:

1. **Distinguished Unit award with Merit (DUAM).** Awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. A complete listing or specific criteria can be found in the Air Force JROTC Reference Guide.
2. **Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.
3. **Outstanding Organization Award.** The unit will receive a congratulatory letter and certificate of recognition which will be posted in WINGS. A complete listing or specific criteria can be found in the Air Force JROTC Reference Guide.
4. **Outstanding Flight Ribbon.** Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.
5. **Top Performer Award.** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. The award will recognize a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement, community involvement. Other accomplishments. SASIs may select recipients and present award in years that unit does not receive AA visit.
6. **Outstanding Cadet Ribbon.** Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.
7. **Leadership Ribbon.** Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limit this ribbon to 5 percent of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.
8. **Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. Limit this ribbon to 5 percent of the cadet corps. Individuals may not receive more than one ribbon during a 1-year period.
9. **Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10 percent of the cadet corps to ensure recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.
10. **Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC.

11. **Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Add a bronze oak leaf cluster for each additional leadership school completed. Add a silver star for outstanding performance or leadership ability at a leadership school. Limit the star to 10 percent of the class. Award a silver oak leaf cluster for CTO/CTI service.
12. **Special Teams Competition Ribbon.** Awarded to team members for placing 1st, 2nd, or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Academic Teams, CyberPatriot, etc.
13. **Orienteering Competition Ribbon.** Awarded to team members for placing first, second or third place in an orienteering meet.
14. **Co-curricular Activities Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.
15. **Drill Team Ribbon.** Awarded for distinguished participation in at least 75 percent of all drill team events per academic year, or 10 drill team events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
16. **Color Guard Ribbon.** Awarded for distinguished participation in at least 75 percent of all color guard events per academic year, or 10 color guard events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
17. **Saber Team Ribbon.** Awarded for distinguished participation in at least 75 percent of all saber team events per academic year, or 10 saber team events in an academic year, whichever is lower. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
18. **Marksmanship Ribbon.** Awarded to cadets who have competed in at least two Air Force or Georgia High School Association (GHSA) events per academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
19. **Good Conduct Ribbon.** Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term, if approved by the SASI.
20. **Service Ribbon.** Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon.
21. **Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Physical Fitness Ribbon. All cadets who participate in the Presidential Physical Fitness Program will receive the Physical Fitness Ribbon. The Bronze Star device will be awarded and worn on the ribbon to any cadet scoring in the 75-84 percentiles in the Presidential Physical Fitness Program. If a cadet earns a percentile score of 85-95 they will wear a Silver Star. If they receive a 96-100 percent they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

22. **Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. The SASI awards this ribbon based on locally developed criteria, which must be included in the unit Cadet Guide or unit Operating Instructions.
23. **Activities Ribbon.** Awarded for participation in co-curricular activities other than Drill, Color Guard, and Saber teams. These include, but are not limited to orienteering teams, model rocketry clubs, multicopter clubs, weather clubs, AFJROTC academic teams, marksmanship, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI awards this ribbon using locally developed criteria.
24. **Attendance Ribbon.** Awarded to cadets with no more than five excused absences and one unexcused absences during the academic year.
25. **Dress and Appearance Ribbon.** Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, if approved by the SASI.
26. **Longevity Ribbon.** Awarded for completion of each AS year.
27. **Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc). Units may complete the full hike in a span of one to no more than three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.
- Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc. 7.7.54.
28. **Patriotic Flag Ribbon.** May be awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. Cadets who participate in at least two of these formal events in one academic year are authorized to receive this award.

CAP Awards:

Only five CAP ribbons may be worn on the AFJROTC uniform. See above for order of precedence.

Other Awards:

The SPC Joshua P. Dingler Award is awarded to the most "Outstanding" graduating cadet(s) who consistently embraced the values that characterized the life lived by SPC Dingler. This is a unique EPHS perpetual award and is not recognized by AFJROTC. The recipient will receive a small plaque with his/her name inscribed on the front. They will also have their name added to the perpetual plaque on display in the AFJROTC facility. 2015 – 2016 was the final year for this award.

The Future of America Award is awarded to an outstanding graduating cadet who represents and applies the Air Force core values, has displayed exemplary leadership skills, and showcases patriotism. The recipient of this award will receive a trophy and certificate. Their name will be added to a perpetual plaque on display in the AFJROTC facility.

The Survival of the Ages award is given to an outstanding graduating cadet who, through their exemplary leadership skills and personal influence, has left a lasting impact within the school, community, and corps. The recipient will graduate high school, having left a legacy that will survive the ages. This model cadet must have a GPA of at least 3.0, and have an unimpeachable character. The recipient will receive a trophy and certificate. Their name will also be added to a perpetual plaque on display in the AFJROTC facility.

Chapter 17

Staff Meetings

The Cadet Squadron Commander will normally hold weekly staff meetings. These meetings will be held throughout the year as directed by the Sq CC or SASI.

1. Staff meetings provide the opportunity for face-to-face communication between the commander and staff. They also provide a forum for group problem solving and allow the cadet staff to participate in the planning of Squadron activities.
2. The following procedures apply for all staff meetings:
 - a. The Cadet Squadron Commander will conduct the meeting.
 - b. The Cadet Squadron Vice-Commander will prepare the meeting agenda and will maintain close liaison with the Squadron Commander. The agenda will be approved by the Cadet Squadron Commander and submitted to the SASI and/or ASI one day in advance of the meeting for approval.
 - c. The Cadet Operations Officer will serve as recorder and prepare a report (summary) of each meeting detailing decisions reached, actions taken, assignments made, etc. The report will be submitted through the Cadet Squadron Commander to the ASI for coordination and the SASI for approval not later than two day following the meeting
3. The Cadet Squadron Commander will ensure the actions directed during the staff meetings are accomplished by the responsible staff member or cadet.



Chapter 18

Flight/Cadet Competition

The SASI and ASI will determine the Outstanding Flight and Outstanding Cadets each month for recognition. The purpose of this program is to enhance esprit de corps and recognize those individuals/flights that have gone “above and beyond” in the Air Force JROTC program.

1. Outstanding Cadet of the Month: Two cadets in the Cadet Squadron will be awarded the Outstanding Cadets of the Month. One AS I and one AS II, III, or IV. The SASI and ASI will make the final determination on who wins this award using the following process:
 - a. Each Flight Commander will submit their nominations to the Operations Officer no later than the last school day of the month. The Operations Officer will review the nominations and hold an evaluation board to select the appropriate cadets. Then the Cadet Operations Officer will present nominations to the Squadron CC for approval. The Squadron Commander will submit his/her prioritized list with supporting evaluations sheets to the SASI/ASI not later than the fifth day of school of the new month. The criteria used during this process should include the following:
 1. Drill proficiency
 2. Uniform wear
 3. Academic performance (AFJROTC specific and overall grades for the month)**
 4. Performance and participation in events and extracurricular activities (parades, color guard, fundraisers, etc.)

****Note:** Academic performance will be validated by the SASI.

2. Outstanding Flight of the Month: There will be one flight each month selected as Flight of the Month. The key to winning this recognition is teamwork and team pride. The SASI and ASI will make the final determination on who wins this award using the following process:
 - a. It is critical the Flight Commanders get their flight “working together” if they hope to win this award. The process for Flight of the Month will mirror the Outstanding Cadets of the Month process listed in Para 1 above. Each Flight Commander will submit their written nomination to their Cadet Squadron Operations Officer not later than the last day of the month. The SOO will review the nominations and complete an evaluation of the data. The SOO will then meet with the Squadron Commander and present the nominations for review/selection. The Squadron Commander will submit his/her prioritized list with supporting evaluation sheets to the SASI/ASI not later than the fifth school day of the new month. The criteria used during this process should include the following:
 1. Flight academic performance
 2. Flight drill proficiency
 3. Customs and courtesies
 4. Flight participation in events and extracurriculars (parades, color guard, fundraisers, etc.)
3. Outstanding Cadet of the Year: The SASI and ASI will select one cadet each year from each class (AS year I, II, III, IV). This award is based leadership/followership performance and overall contribution to the AFJROTC mission.
4. Outstanding Flight of the Year: The SASI and ASI will select one flight each year to win this award. Overall performance and participation in the AFJROTC program is the primary determinate for this award.

Chapter 19

Health and Wellness (H&W) Program

Wellness is an official part of the Air Force Junior ROTC program. It is instrumental in developing citizens of character dedicated to serving our nation and communities and is also a part of the AFJROTC curriculum at EPHS.

1. Purpose of Program: to motivate cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
 - a. Create individualized training program based on national standards by age and gender
 - b. Identify areas of improvements for each cadet
 - c. Incorporate physical training program to reach goals
2. The H&W program is an exercise program developed around individual base-line improvements with the focus of achieving a national standard as calculated with age and gender. The 36-week program is modified to meet individual goals. Personal improvement is rewarded.
3. Cadet activity and progress will be tracked and filed using the AFJROTC WINGS software.



Chapter 20

Military Coin Challenge

Members of the U.S. military have a long-standing tradition of carrying a special coin symbolizing unit identity and esprit de corps. With bonds forged in battle thousands of miles from home, these custom coins minted for military units – each bearing their own revered symbols and mottos – capture in metal the essence of their affiliation and their fierce pride. Known to generations of American military personnel as challenge coins, they are a vital part of military life today and are revered by troops in every branch of service.

Today, challenge coins are carried by soldiers, sailors, airmen, and Marines, as well as lawmen and firefighters. These coins identify the bearer as a member of a particular unit with a well-defined history and mission. And, wherever warriors gather, they challenge each other by “coining.” The group’s unique coin is slammed on a table, desk, or counter top, to challenge all in the group to display their own coins; he who is last must pay a penalty.

The cadets within our Air Force JROTC unit choose to honor those who have placed themselves in harm’s way by participating in a coin challenge program. The rules are listed below for all cadets who voluntarily enroll in this program; however...beware! A “challenge” can cause different effects—win the challenge and your morale soars—lose the challenge and the morale of others soar!

RULES OF ENGAGEMENT (Voluntary Program Only)

1. A participant **MUST** register their coin before participating in a coin challenge. Each flight sergeant will keep a binder with the name of participants and coin descriptions.
2. Authorized challenge coins may be any military organizational coin, a unit coin, a souvenir coin, old currency coins (silver dollars, silver half dollars) or any coin an instructor authorizes.
3. A challenge is made by a challenger placing his/her coin intentionally on any flat surface or unintentionally on a flat surface (i.e., dropped coins do not need to be still, stopped spinning, or flat.)
4. The participants must produce their coin within 30 seconds of a challenge without leaving the room.
5. Any participant(s) unable to produce their registered coin will buy all participants present a drink/soda of the challengers/losers choice. A drink is classified as a purchased item (CapriSun, sodas, Hi C, etc.). An instructor may substitute the “drink” consequence with a gesture, or act that builds character.
6. If everyone being challenged produces their coin, the challenger must buy the drinks/sodas for all the registered participants only.
7. Failure to buy drinks is a despicable crime and you will be removed from all future coin challenges. You have only one week to pay up! The flight representative will keep a record of all coin challenges.
8. Coin challenges are only allowed with prior instructor permission. Any and all unauthorized coin challenges will result in the challenger to buy drinks for all registered participants.
9. Only one coin check per 24 hours while on field trips. This will give participants who have lost or misplaced coins a chance to purchase and reregister the new coin.
10. All disputes will be decided by the **lowest** ranking cadet!

Attachment 1

AFJROTC Badges - Description

Ground School Badge: Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA. Contact: Holm Center/JROSL for badge ordering instructions.

Flight Solo Badge: Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. OPR: Holm Center/JROSL.

Flight Certificate Badge: Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. OPR: Holm Center/JROSL.

Awareness Presentation Team Badge: Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team should be published in the Cadet Guide or the Unit Operating Instructions. OPR: Holm Center/JROS.

Kitty Hawk Air Society Badge: Awarded to cadets who are members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter should spell out the requirements for entry into the society. OPR: Holm Center/JROS.

Academy Modeling of Aeronautics (AMA) Wings: Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA (list of award contacts is located on the Cyber Campus HQ Library under the Cadet Awards folder) to obtain badge for qualifying cadets.

Distinguished AFJROTC Cadet Badge: This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form Form 308, Certificate of Recognition, which is located in the Cyber Campus HQ Library in the Certificates folder, is used to present with the badge. The unit must purchase the badge from a vendor. The recipient should hold the following awards prior to selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Co-curricular Activities Leadership Ribbon
- Service Ribbon

Aerospace Education Foundation (AEF) Academic Cadet Badge: Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below "C" on their transcript. The individuals must be recommended by the SASI. OPR: Holm Center/JROS.

Model Rocketry Badge: Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in the Cyber Campus HQ Library in the Guide and Handbooks folder. OPR: Holm Center/JROSL.

Other Badges: Wearing badges from other services beyond their intended purpose, badges from the regular Air Force, or other organizations on the AFJROTC uniform is prohibited. Example: Unit cannot

designate Army Signal Corps or Infantry badges to signify membership in the unit color guard or drill team. However, badges earned by cadets enrolled in a sister service JROTC program may be worn on the AFJROTC uniform in the location specified by the sister service. The AFJROTC badge location will always take precedence over the sister service badge.

Marksmanship Awards: Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms.

AFJROTC Shoulder Patch: Wear of the AFJROTC official shoulder patch is mandatory on all uniforms except the raincoat, overcoat, and all-weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder and the AFJROTC patch on the left shoulder with the AFJROTC shoulder patch taking precedence.

Shoulder Cords: Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. Criteria and shoulder cord colors should be described in the Cadet Guide or Unit Operating Instructions. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord.

Shoulder Tabs: Shoulder tabs are cloth arches denoting participation in a JROTC activity. Cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab should be worn 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab should be centered between the unit patch and the shoulder seam. Only cloth shoulder tabs are authorized. Shoulder tabs are optional. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

AUTHORIZED AIR FORCE JROTC BADGES/INSIGNIA/PINS



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



AEF BADGE
(OLD)



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



AEF BADGE
(NEW)



Marksmanship
Shield



AWARENESS
PRESENTATION
TEAM BADGE



Cyber Patriot
Badge

(Choose one only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge)



MARKSMANSHIP



SHARPSHOOTER



EXPERT

(Choose one. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)

Badges/Insignia/Pins not listed here are unauthorized

Attachment 2

AFJROTC Insignia

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL

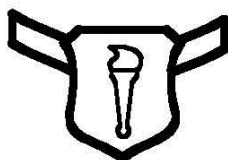


COLONEL

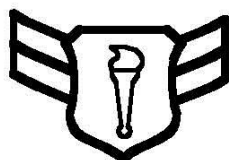
CADET AIRMAN RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



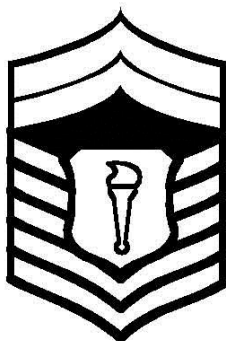
STAFF
SERGEANT



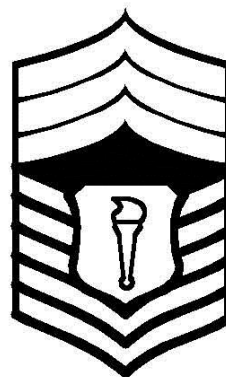
TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT

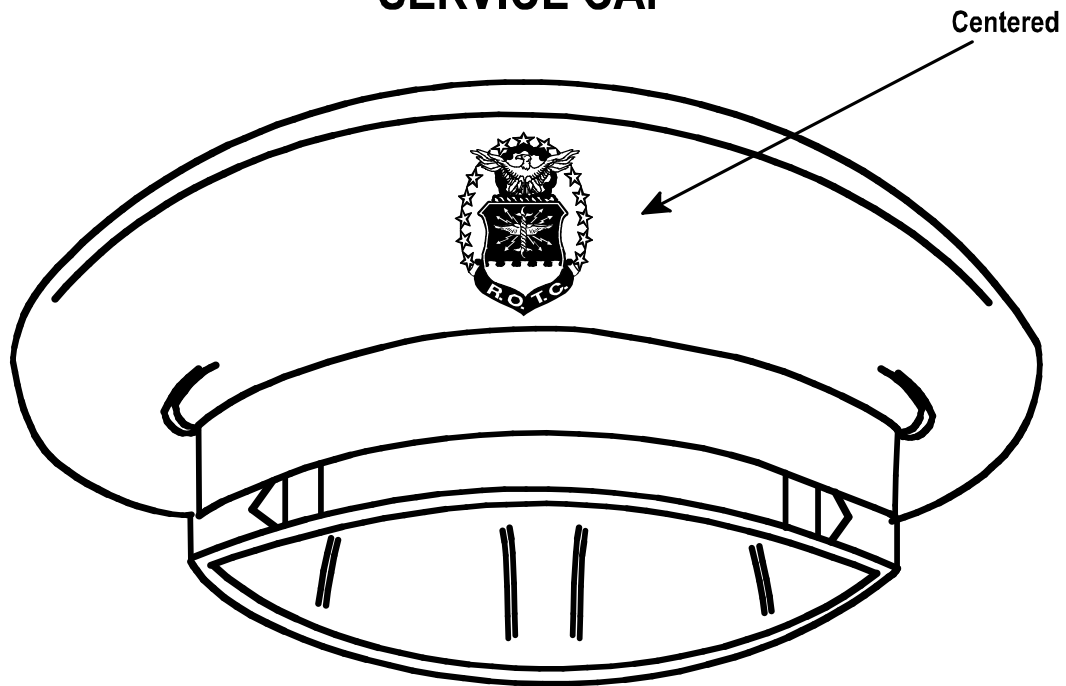


CHIEF
MASTER
SERGEANT

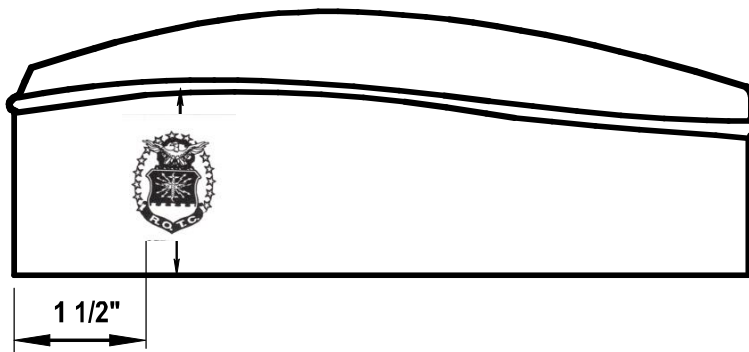
Attachment 3

Cadet Male Headgear

SERVICE CAP



FLIGHT CAP



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

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

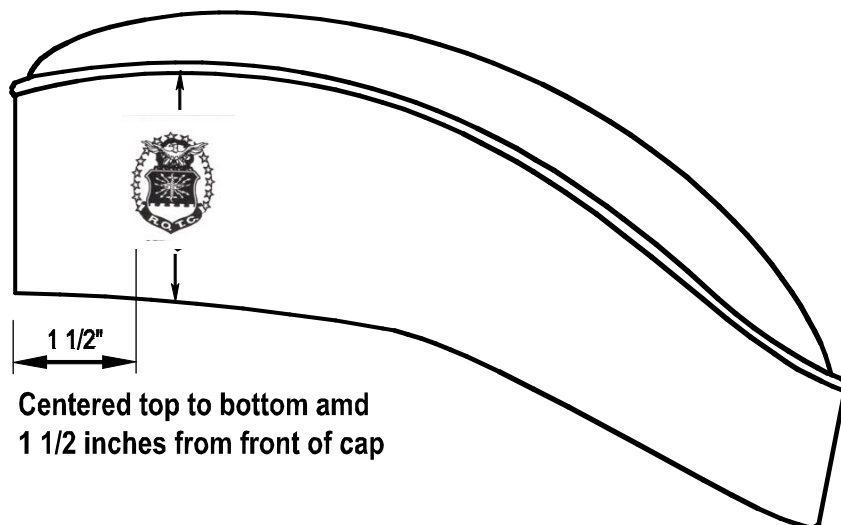
Attachment 4

Cadet Female Headgear

SERVICE CAP



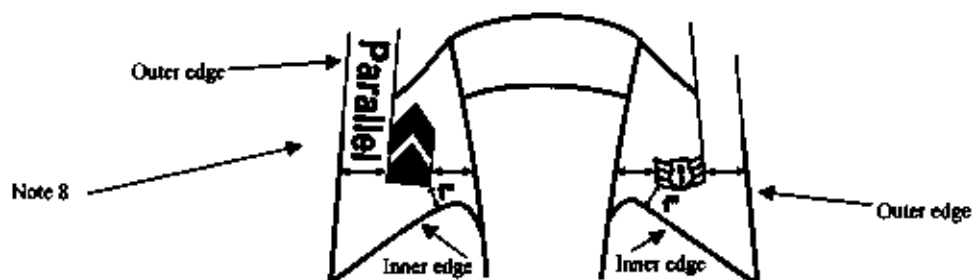
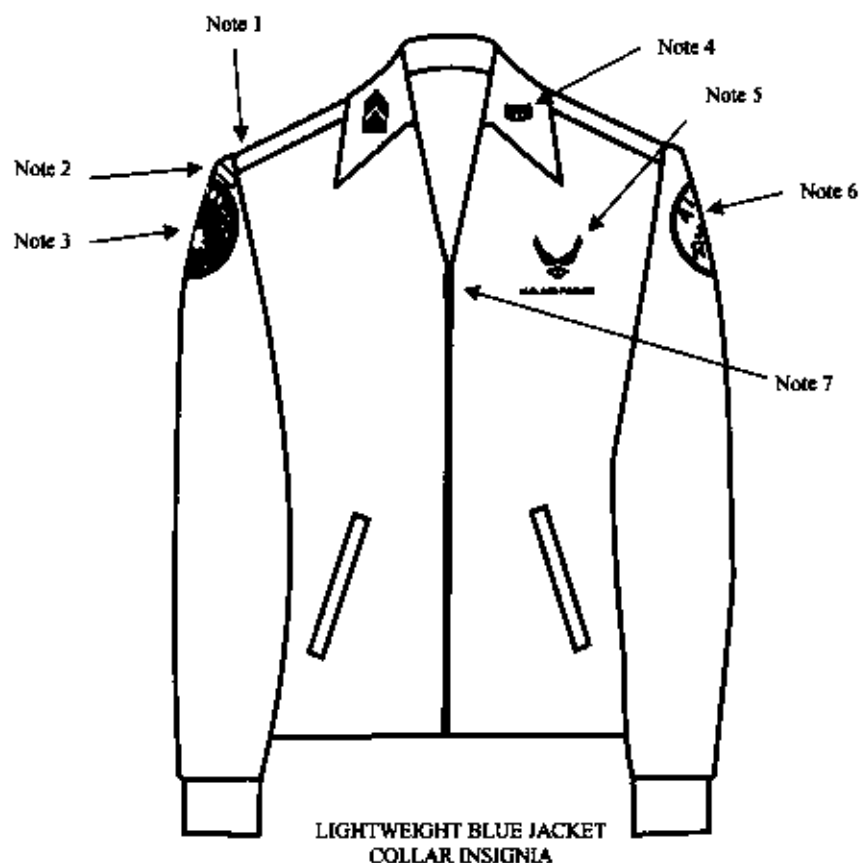
FLIGHT CAP



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

Attachment 5

Cadet Lightweight Blue Jacket

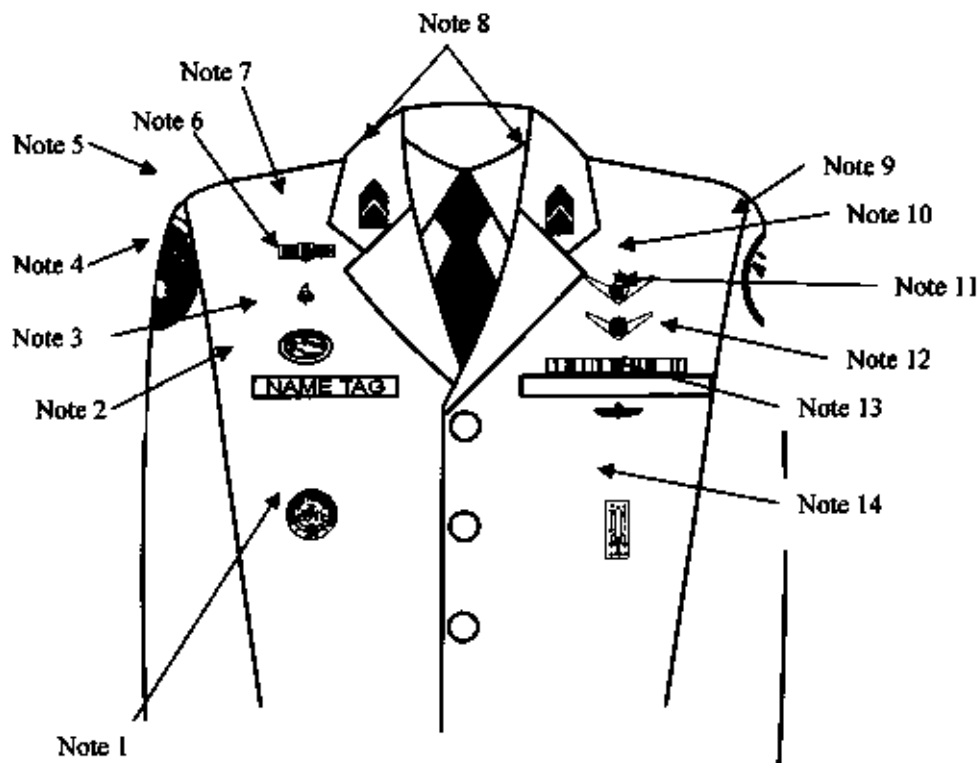


1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below 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 1/2 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.

Attachment 6

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.

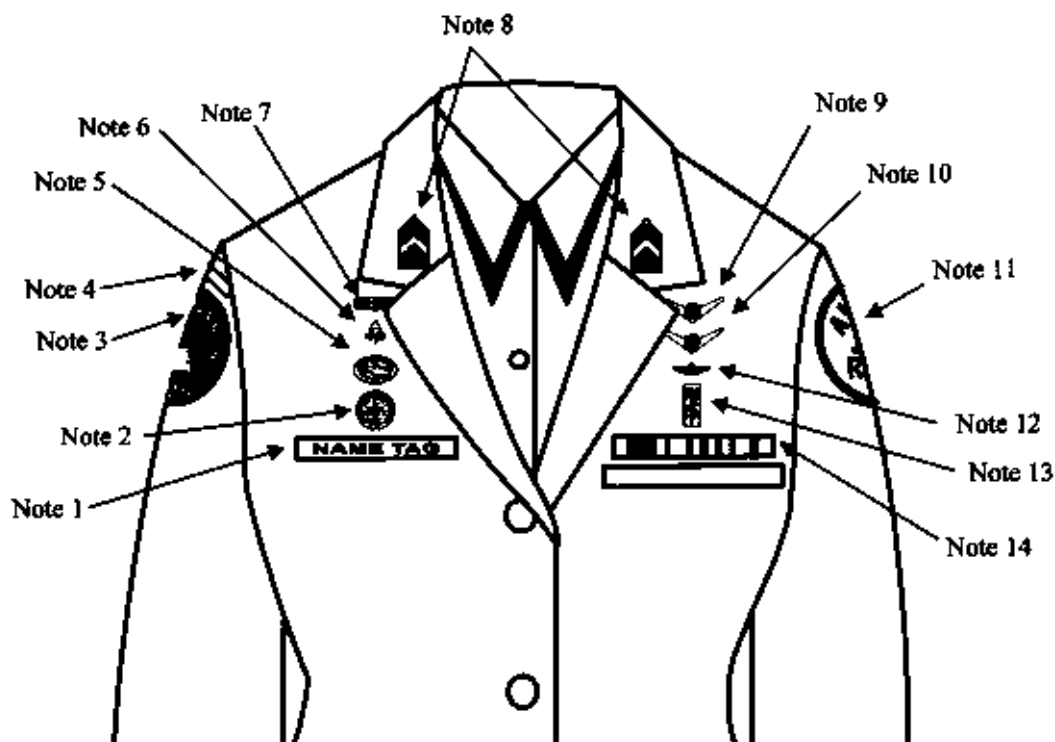


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. 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 $\frac{1}{2}$ 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 $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

Attachment 7

Cadet Female 1620 Service Dress

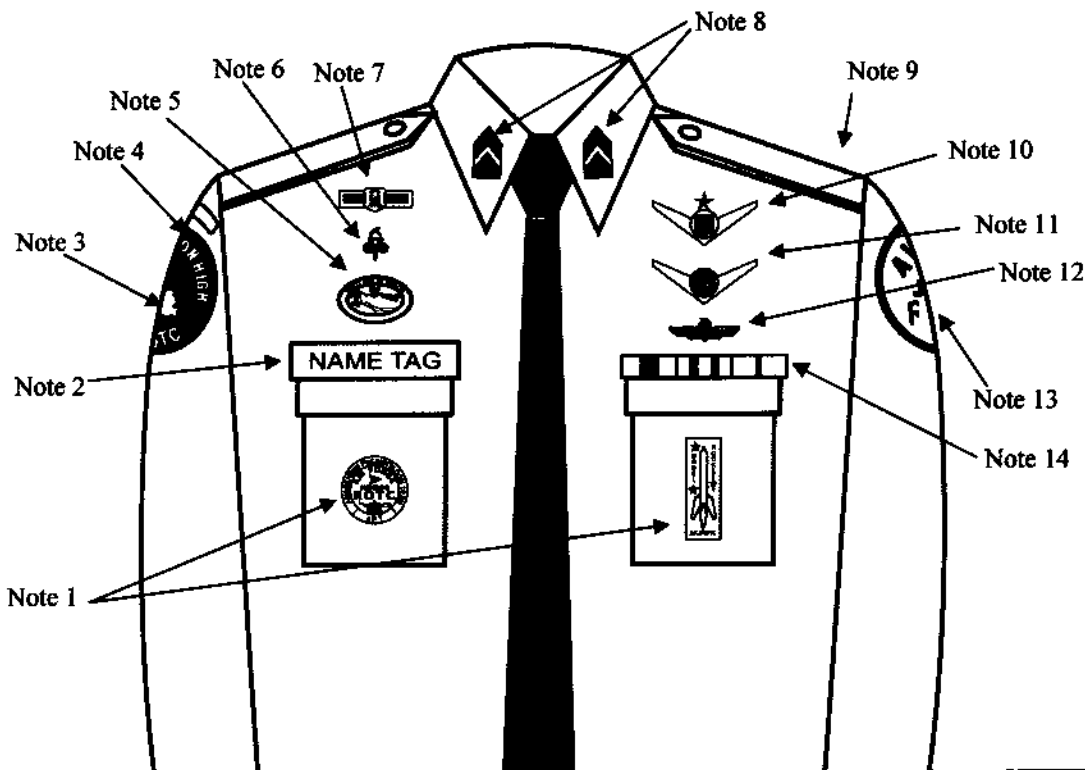
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



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. AFIROTC 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.

Attachment 8

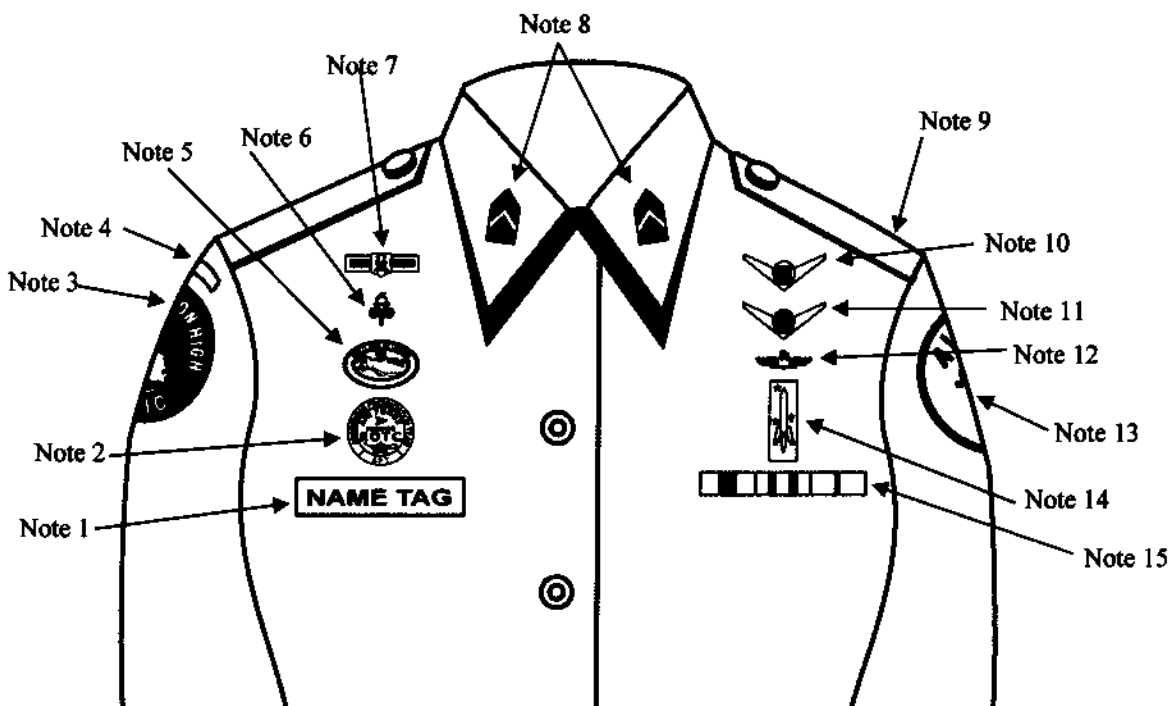
Cadet Male Blue Shirt



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 Aeronautics (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 $\frac{1}{4}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

Attachment 9

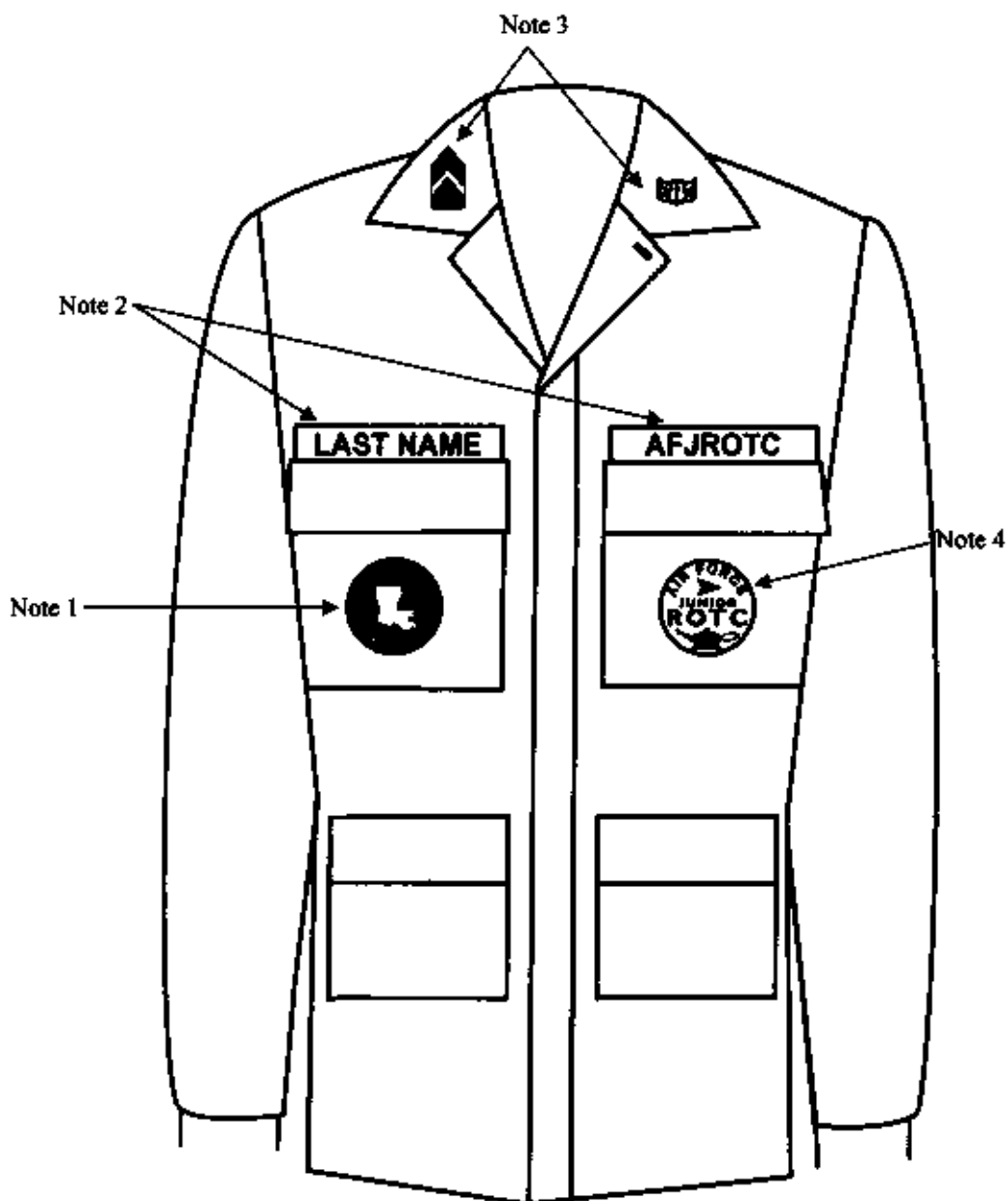
Cadet Female Blue Shirt



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 10

Cadet Battle Dress Uniform (BDU)



1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

Attachment 11

Uniform Inspection Sheet

Belt NW	-10								
Belt NWP	-5								
Belt Buckle Not Shiny	-10								
Buttons Unbuttoned	-5								
Coat/Jacket Insignia NW	-10								
Coat/Jacket Insignia NWP	-5								
Dirty Uniform	-10								
Facial Hair	-15								
Gig Line	-5								
Gum in Formation	-10								
Hair	-20								
Hair Items or Style	-15								
Hat Insignia NW	-10								
Hat Insignia NWP	-5								
Headgear NW	-10								
Headgear NWP	-5								
Jewelry	-20								
Lint / Excessive	-10								
Illegal Earrings	-40								
Moving in Formation	-5								
Nail Polish	-10								
Name Tag NW	-10								
Name Tag NWP	-5								
Out of Uniform	-50								
Ribbons NW	-10								
Ribbons NWP	-5								
Shirt Insignia NW	-10								
Shirt Insignia NWP	-5								
Shirt Not Pressed	-5								
Shoes Dirty	-5								
Shoes Not Polished	-15								
Socks / Wrong	-10								
Strings 1-4	-5								
Strings 5+	-10								
Talking in Formation	-10								
Tie/Tab NW / Dirty	-10								
Tie/Tab NWP	-5								
T-Shirt NW / Wrong Type	-10								
Unauthorized Items	-10								
Wrong Uniform	-15								
Other									
Uniform NW		/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
Absent On Uniform Day		/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
	Date:								
	Grade:								

Flight:

Name:

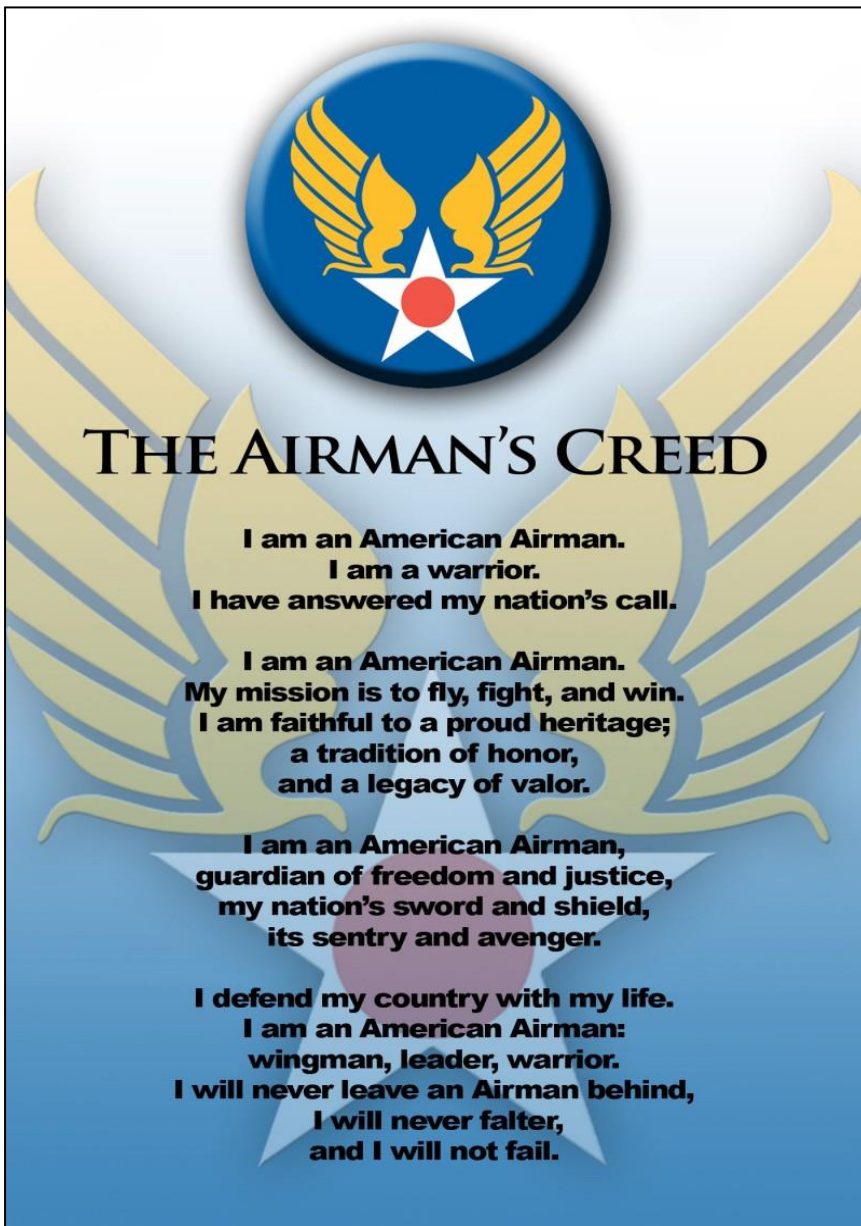
Attachment 12

The Air Force Song & Airman's Creed

Verse 1

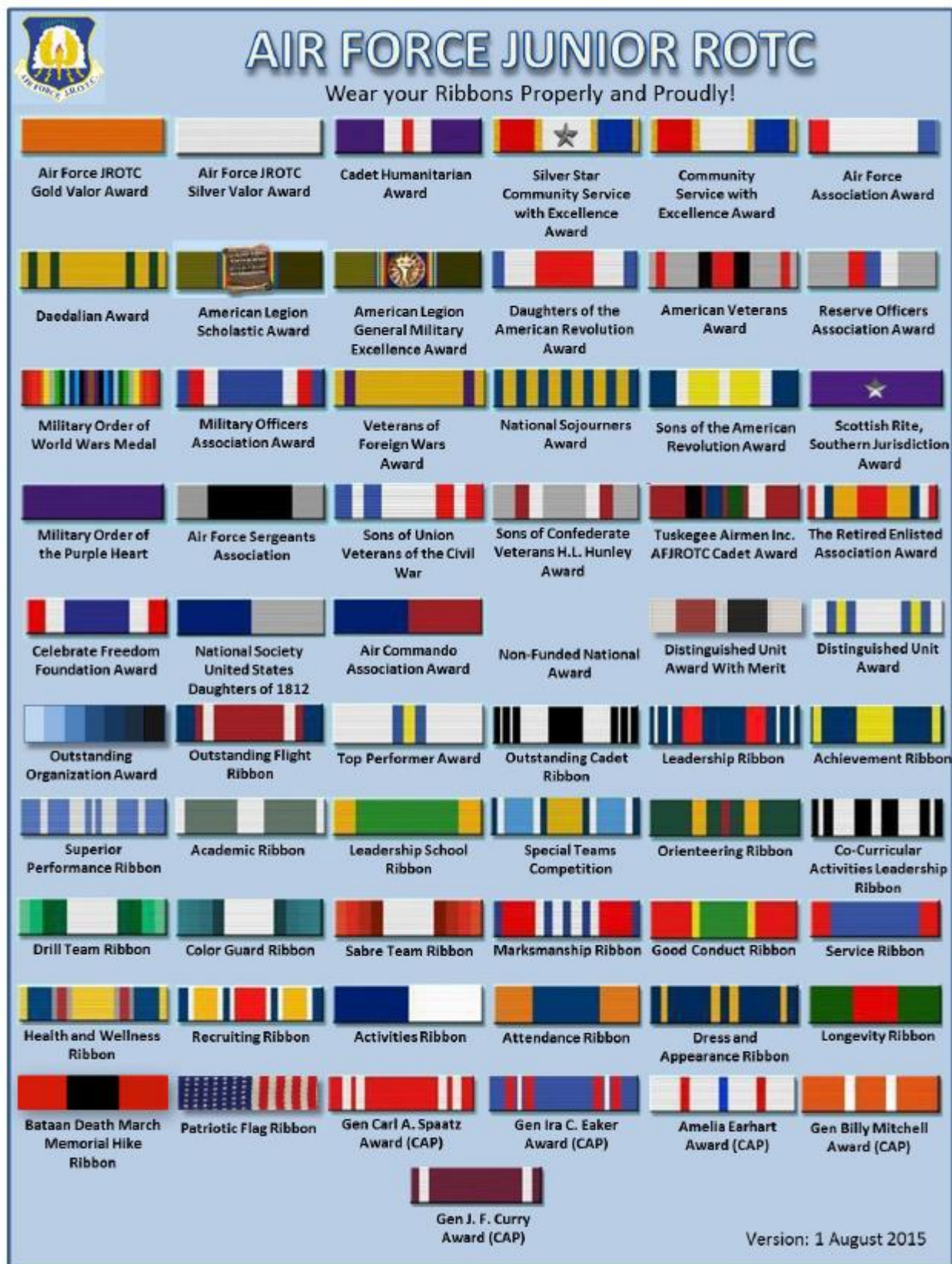
Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em boys, Give 'er the gun! (Give 'er the gun now!)
Down we dive, spouting our flame from under
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S.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

The Airman's Creed



Attachment 13

Air Force JROTC Ribbon Chart



Attachment 15

Cadet Recruiting Form

Recruit Last Name: _____ This Year: Fresh - Soph - Jun - Sen
(Print) (Circle One)

Recruit First Name: _____
(Print)

Recruiter Name: _____ Rank: _____ Flight: _____
(Print)

Recruiter Signature: _____ Date: _____

Neatly complete this form and submit to MSgt Greene. If possible, have the person being recruited come by and visit with MSgt Greene, Lt Col Farr, and/or MSgt Parker.

Make sure the person being recruited fully understands what will be required when they join our program!

Cadet Recruiting Form

Recruit Last Name: _____ This Year: Fresh - Soph - Jun - Sen
(Print) (Circle One)

Recruit First Name: _____
(Print)

Recruiter Name: _____ Rank: _____ Flight: _____
(Print)

Recruiter Signature: _____ Date: _____

Neatly complete this form and submit to MSgt Greene. If possible, have the person being recruited come by and visit with MSgt Greene, Lt Col Farr, and/or MSgt Parker

Make sure the person being recruited fully understands what will be required when they join our program!

Attachment 16

Unit Manning Document

POSITION	AUTH RANK	#AUTH	#ASSG
C/Squadron Commander	C/Colonel	1	1
C/Chief of Staff (and/or Vice Wing Commander)	C/Colonel	1	1
C/Executive Officer	C/Major	1	1
C/Public Affairs Officer	C/Major	1	1
C/Assistant Public Affairs Officer	C/Captain	2	2
C/Inspector General	C/Major	1	1
C/Chief Financial Officer	C/Major	1	1
C/Personnel Officer	C/Major	1	1
C/Assistant Personnel Officer	C/Captain	1	1
C/Operations Officer	C/Major	1	1
C/Assistant Operations Officer	C/Captain	1	1
C/Logistics Officer	C/Major	1	1
C/Assistant Logistics Officer	C/Captain	1	1
C/Plans & Programs Officer	C/Major	1	1
C/Assistant Plans & Programs Officer	C/Captain	1	1
C/Communications & Computer Sys Officer	C/Major	1	1
C/Assistant Communications Officer	C/Captain	1	1
C/Mission Support Officer	C/Major	1	1
C/Mission Support/Special Projects Officer	C/Captain	1	1
C/Mission Support/Administration Officer	C/Captain	1	1
C/Mission Support/Training Officer	C/Captain	1	1
C/Wellness Officer	C/Captain	2	2
C/Recruiting/Retention Officer	C/Captain	1	1
C/Flight Commander	C/Major	5	5
C/Assistant Flight Commander	C/Captain	5	5
C/Flight Sergeant	C/CMSgt	5	5
C/Flight Element Leader	C/MSgt	20	20
C/Students	C/TSgt	115	115
Total Cadets	---	---	175

Attachment 17

OFFICER & STAFF PROMOTION/EVALUATION GRADING RUBRIC

SCALE = 100 POINTS 90+ POINTS = PROMOTION 70—89 POINTS = SATISFACTORY PERFORMANCE

69 & BELOW—UNSATISFACTORY PERFORMANCE; EVALUATE FOR REASSIGNMENT & REALIGNMENT OF
RANK COMMENSURATE W/ DUTIES

Criteria	10	9	8	7	6	5	4	3	2	1	0	Teacher Comments
Academic Leadership How well does the cadet perform on quizzes and examinations, class projects and presentations? Are assignments completed on time?	Exceptional! A leader in academics with <u>all</u> assignments completed on time or early.										Consistently fails to complete assignments, quizzes, class projects and presentations.	
Organizational Leadership How well does the cadet function in positions of leadership? Does the cadet command respect? Does the cadet give proper consideration to subordinates?	Outstanding! Sets a perfect example for all cadets to follow. Leads by example and inspires others.										Sets a poor example and causes discredit and/or dissension to the cadet corps.	
Co-Curricular Activities To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet participate and demonstrate excellence in all cadet activities?	Always involved in virtually every activity outside the classroom. Quality of work is superior.										Not involved whatsoever with any activity or function outside the classroom.	
Responsibility How does the cadet accept job assignments and responsibilities? Does the cadet volunteer for additional duties? Does the cadet accept responsibility for the proper care of the uniform? Is the cadet always on time? Is the cadet always prepared for class?	Very responsible and reliable—all tasks have been completed. Cadets willingly accept and embrace additional duties. Always on time—always prepared.										Not responsible. Cannot be depended upon to accomplish any assignments or fulfill any responsibilities. Never on time. Never prepared.	
Service To what degree does the cadet serve the school, church, community, and the cadet corps?	Participates in virtually all community service activities and well-represents the corps										Does not participate in any community service activities.	

Organizational Support Does the cadet perform above and beyond normal duties? To what extent does the cadet participate in the flag detail, Color Guard, parades, fundraisers, etc.?	Extraordinary performer! Always present to support the corps with flag detail, Color Guard, parades, fundraisers, etc.										Does not participate in any support functions as identified.	
Military Appearance Does the cadet wear the uniform weekly as required?	Wears the military uniform on each & every designated day. Sets the ideal example in professional appearance with no discrepancies.										Fails to wear the uniform on a weekly basis as required and/or consistently fails uniform inspections.	
Program Impact What is the impact this cadet has on the future of our program? Has the cadet participated-on a team; initiated any new process or procedure that has elevated or significantly improved our program?	Initiated a new program or improved a process that made a permanent and significant impact on our program.										Did not initiate or make any improvements to any program or area of our program.	

Total Points _____

NOTE: Evaluations are at 4 ½ week intervals with officer promotions at the 9 week time frame per SASI. Promotions are earned and not simply given as a reward for time served in the AFJROTC program. A favorite quote is “You are green and growing or ripe and rotten.” Dr. John Maxwell.

Name of Rater: _____

(Print)

Signature of Rater: _____

Comments:

Name of Cadet : _____

(Print)

Signature of Cadet: _____

- ✓ My signature certifies I was briefed on my performance.
- ✓ My signature does not mean I agree or disagree with the rating.

Attachment 18

Basic Cadet Evaluation Form

Name: _____ Position: _____

Flight: _____ Rank: _____ Date: _____

	1 Unsatisfactory	2 Below Average	3 Meets Standards	4 Above Average	5 Outstanding
1. TIME MANAGEMENT: Is the cadet on time for all formations and assignments? Does the cadet spend time wisely preparing for daily events?					
2. PERSEVERANCE: Does the cadet stick with each task until completed or give up when it gets to difficult or complex?					
3. WILLINGNESS TO TRY: Will the cadet attempt to perform any task, no matter how hard or demanding? Does the cadet have a positive attitude toward training?					
4. ABILITY TO WORK WITH OTHERS: Can the cadet work with others as a team to complete a task?					
5. HELPFULNESS: Does the cadet offer and/or give help to fellow flight members?					
6. ABILITY TO WORK WITHOUT CLOSE SUPERVISION: Can the cadet complete a task without constant instruction?					
7. ALERTNESS TO INSTRUCTION: Does this cadet listen or do you have to repeat instructions over and over?					
8. MATURITY: Does this cadet display mature behavior, or does misconduct detract from performance?					

Name of Rater: _____
(Print)

Signature of Rater: _____

Comments: _____

- ✓ My signature certifies I was briefed on my performance.
- ✓ My signature does not mean I agree or disagree with the rating.

(Cadet Signature)

Attachment 19

Application & Agreement for The Air Force JROTC Program AY 2017-2018

Air Force JROTC is a full credit elective course offered by East Paulding High School. It is a unique course of instruction because the Air Force has established requirements that must be met before credit is awarded. This agreement, like an educational contract, serves to communicate general guidelines concerning requirements and encourages a commitment to develop self-discipline and responsibility for personal actions.

Please understand that participation in AFJROTC does not commit or obligate any student to military service. We are not a recruiting organization. It does not *guarantee* special consideration if a student chooses to enter the service; however, a cadet who completes three years of AFJROTC may qualify for advanced rank upon enlistment in the military.

Application: Please neatly print all names/dates as required below except for required signatures.

I, _____, hereby apply for enrollment:
(Print Student First Name) (Print Student Last Name)

Agreement: Upon acceptance of this application and fulfillment of the conditions on the part of the cadet, the Aerospace Science Instructors agree to the following:

1. Provide textbooks and materials.
2. Issue an Air Force JROTC uniform to each cadet on a loan basis from the authorized sizes available from the Air Force.
3. Provide instruction that supports the overall purpose of the AFJROTC program:
 - a. Instruct students about the Aerospace Science and Leadership Education.
 - b. Help develop informed citizens.
 - c. Strengthen and develop character.
 - d. Help students understand their roles and responsibilities in a democratic society.
 - e. Familiarize the students with the USAF and the career opportunities that it offers to qualified graduates. Again, we are not recruiters and do not try to influence any students to join the military.
4. Encourage academic achievement and career planning. Provide guidance regarding the continuing educational opportunities available through the service academies and college AFJROTC scholarship programs.

In order to maintain the high standards of courtesy, personal conduct and appearance required by the Air Force and Paulding County School Board, as a cadet I understand and agree to:

1. Take proper care of the textbook materials provided by the Air Force and return them when requested.
2. Wear the Air Force uniform on those occasions prescribed by the Aerospace Science Instructors in compliance with Air Force standards as reflected in the EPHS Cadet Guide and AFI 36-2903.

The following actions will result in being awarded a failing grade ("F") by the Senior Aerospace Science Instructor (SASI) and dismissal from our AFJROTC program: Refusal to wear the uniform on the assigned day, improper wear/use of the uniform, and/or changing-out of the uniform during the school day without instructor permission.

3. Maintain the uniform in a clean, properly fitted and repaired manner. Return all uniform items upon demand.
 - a. Cadets are responsible for the cost of cleaning, loss, theft, and/or damage of uniform items.
4. Meet the personal grooming standards established by the Air Force and the SASI. Specifically, I agree to meet the high grooming standards while wearing the uniform. I also understand and will comply with the following standards:
 - Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes. The following applies at all times when in the AFJROTC classroom environment:
 - Tongue studs, eye, lip, & nose piercings, eyebrow rings, and/or any other ornamentation that is not considered professional or presents a distraction to learning will not be worn in the AFJROTC classroom or cadet staff area at any time. Ear gauges

are not allowed at any time in our program. Lt Col Farr, MSgt Greene, and/or MSgt Parker will determine what is appropriate. If it is a distraction, you will be directed to remove before entering the AFJROTC classrooms, staff area, or during sponsored AFJROTC events, etc.

- Ear and nose piercings must also be simple and not be a distraction. Furthermore, any cadet who gets an additional piercing during the academic year will not be granted any waivers and therefore must meet required uniform wear standards. It is your responsibility to plan for success. Anyone who gets an additional piercing and then proclaims, "I can't take out my new earring, nose piercing, etc." is considered in violation of their cadet contract and is subject to a failing grade and removal from the AFJROTC program.
- Since cadets wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward the AFJROTC program. Male cadets will comply with Air Force "male" standards; and female cadets will comply with Air Force "female" standards. The cadet's gender will match the information reflected on the student's birth certificate/student's school registration.
 - **Female Cadets:** The hair must be styled to permit proper wear of Air Force headgear. Hair should always be clean, neatly arranged, and styled to present an attractive feminine appearance. The female hairstyle minimum length/bulk is 1 inch not exceed to 3 inches in bulk at any point, nor may it interfere with the proper wear of the flight cap. Hair should also be neatly above the bottom of the shirt collar while measured at the position of attention. Locs and shaved heads are not authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. Shaved heads are defined as complete removal of all hair to the skin on the head or portions of the head. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. The hair color must complement the member's complexion and skin tone. (The AFJROTC East Paulding High School Cadet Guide has more information about grooming standards.)
 - **Male Cadets:** Hair will be neatly cut, clean, trimmed and present a groomed appearance. The bulk of the hair will not exceed 1¼ inches on the top of the head, and will not exceed ¼ inch at the termination point on the back of the head. Hair will be groomed to follow the contours of the head and will not touch the ears or collar. Hair in front will be groomed so that it does not fall below the eyebrows, and will not protrude below the band of properly worn headgear. Braided hairstyles, Mohawks, ducktail, cornrows, lines or initials/lettering shaved into the head, and Mr. T's are not authorized, nor are other bizarre hair styles, including partially shaved heads. Such hairstyles will result in point deductions, failing grades; and removal from the program. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. The hair color must complement the member's complexion and skin tone. (The AFJROTC East Paulding High School Cadet Guide has more information about grooming standards.)

- **ALL CADETS MUST HAVE HAIR WITHIN AIR FORCE GROOMING STANDARDS BY FRIDAY, AUG 4TH, 2017 OR THEY WILL BE REMOVED FROM THE PROGRAM AND PLACED IN ANOTHER ELECTIVE**

5. Meet the standards of attitude, behavior, and courtesy established by the instructors. My behavior outside the classroom can reflect negatively on the AFJROTC program. Share and discuss ISS/OSS violations immediately with an instructor. Cadets who are suspended from school (or have repeat behavior issues) risk losing their rank, position, or may be withdrawn from AFJROTC.
6. Maintain an acceptable standard of academic achievement. Be active in the classroom work and the extra-curricular activities of AFJROTC.
7. Cadets are highly encouraged to participate in extra-curricular activities; however, **our overarching theme is for you to graduate high school**—never forsake your academic grades in order to participate.
8. Meet the objectives of the corps, which are as follows:
 - a. Encourage a high degree of personal honor, self-reliance, and leadership.

- b. Promote patriotism.
 - c. Develop habits of orderliness and precision.
 - d. Develop a respect for authority.
 - e. Develop the ability to perform basic military skills associated with drill and ceremonies.
9. Cadets are expected to respond positively to other cadets who have been appointed to leadership positions in the cadet Squadron. Cadets likewise are expected to conduct themselves properly when placed in a position of leadership.
10. Strive to develop self-discipline and responsibility for personal actions.

Note: Students and parents should understand that a few after-school activities such as Awards Night, Homecoming Parade, etc. are considered mandatory events and the student must attend. We expect students to plan for these events and only a family emergency should prevent a student from attending. The student who refuses to dedicate himself/herself to the Air Force JROTC program should consider another elective.

Parent/Student Certification:

"I give permission for my students' enrollment in the AFJROTC program and will encourage his/her participation. I understand that my child will be required to attend some after school activities as described above. I understand there is no commitment for military service due to participation in AFJROTC and that instructors will not try to recruit my child into the military. I understand and will help my child to maintain the high standards expected of a cadet in the AFJROTC program and will ensure he/she wears the uniform as require."

Student/Cadet Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____
(Print Parent/Guardian First Name) (Print Parent/Guardian Last Name)

Activity Fee: This one-time fee is used to offset Incidental expenses not covered by the Air Force or EPHS. Please make plans to pay in a timely manner or advise MSgt Greene or MSgt Parker if you have special circumstances.

- Fun Night, Military Ball, Awards Night, Field Trips, etc.
- Uniform upgrades such as additional silver name tags, upgraded ribbon racks, etc.
- Make all Checks Payable to East Paulding High School – You will get a receipt.
- Or...You can make a payment via credit card at our website: www.ephsafjrotc.com

Please return this from and the \$50.00 activity fee ASAP!

Attachment 20

Cadet Personal Data Sheet AY 2017 – 2018

<i>Last Name:</i>	
<i>First Name:</i>	
<i>Middle Name:</i>	
<i>Go By Name:</i>	
<i>Student ID #</i>	

<i>School Year:</i>	<i>9th - 10th - 11th - 12th</i>	<i>Gender</i>	<i>M or F</i>		
<i>Birth Date: MM/DD/YYYY</i>	/ /				
<i>Address:</i>					
<i>City:</i>		<i>State:</i>	<i>GA</i>	<i>Zip:</i>	
<i>Home Phone:</i>		<i>Student Cell:</i>			
<i>Student E-Mail:</i>					

<i>Name of Parents/Guardians #1 (This is who you live with now!)</i>	<i>Parent/Guardian Cell Phone #1</i>	
<i>Parent/Guardian Work Phone #1</i>	<i>Parent/Guardian E-Mail #1</i>	
<i>Name of Parents/Guardians #2</i>	<i>Parent/Guardian Cell Phone #2</i>	
<i>Parent/Guardian Work Phone #2</i>	<i>Parent/Guardian E-Mail #2</i>	
<i>Emergency Contact Person:</i>	<i>Emergency Contact Phone:</i>	
<i>Flight:</i>		
<i>Squadron Duties:</i>		
<i>Notes:</i>		

Attachment 21

Cadet Activity Parent/Guardian Permission Form (Limited) AY 2017 – 2018

Throughout the school year, Air Force JROTC cadets will participate in parades, drill meets, middle-school recruiting visits, base visits, color guard events, etc. A cadet is not permitted to leave East Paulding High School without parent/guardian approval. Furthermore, many times your son/daughter will travel on a school bus or they may (on a few occasions) travel with Lt Col Farr, MSgt Greene or MSgt Parker using their personal vehicle. In all cases, the events we participate in are approved by the Air Force JROTC department and EPHS officials. In short, we will never transport any cadet, to any function, unless it's approved; and you, the parent/guardian, have been briefed on the details.

This form will only permit transportation to/from official functions as approved by the school. It does not permit transportation of a cadet to/from his/her residence unless approved by the cadets' parent/guardian.

By signing this form, you avoid having to sign a new form every time your son/daughter travels to a drill meet, performs a color guard requirement at another school, etc. Though you'll get all the information and details for every event, you won't have to worry about getting the signed note back to school. You are not required to sign this form for your son/daughter to participate in the AFJROTC program. However, you will need to grant permission and sign a new form for each event when it occurs or they will not be able to participate. If you have any questions/concerns please feel free to contact Lt Col Farr or MSgt Greene at EPHS (770) 445-5100 Ext: 29042/29044.

I/we hereby grant conditional approval for cadet _____
(First Name) (Last Name)

to travel to/from authorized Air Force JROTC functions during the school year 2017-2018. This includes, but is not limited to drill meets, color guard requirements, visits to Air Force bases, recruiting visits to P.B. Ritch/Moses/East Paulding Middle School, rifle demonstrations, etc. I/we expect to be briefed on all details for each trip. Furthermore, I/we reserve the right to have this limited permission form voided at our request. It is understood this conditional permission form is only valid for events sanction/approved by Air Force JROTC and East Paulding High School officials. In most cases, these events are also approved by the Paulding County School Board (PCSB).

Transportation will normally be completed using a PCSB bus, commercial bus, or on a few occasions, may be completed by either Lt Col Farr, MSgt Greene or MSgt Parker by using their personal vehicle. I/we understand this conditional permission form does not include orientation flights on military aircraft. We will be required to sign additional waivers for those special events.

I/we agree to release the Paulding County Board of Education, its representatives, agents, and employees from liability for injury to said minor, resulting from any cause to said minor at any time while attending said activities as outlined above. This includes travel to and from said activity, excepting only such injury or damage resulting from the willful acts of such representatives, agents, and employees

Optional - I give my permission for my child to receive emergency medical treatment. In case of emergency, please contact:

(Emergency Contact Name) (Phone Number)

Important medical information (medications, physician name, numbers, etc.):

(Parent/Guardian Signature) Date: _____

(Parent/Guardian Printed Name)

Attachment 22

AFJROTC Cadet Creed

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who served 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.