

**HOWELL HIGH SCHOOL**  
**AFJROTC MI-20141**



**CADET GUIDE**  
**SY 2017-18**



**CADET FULL NAME:** \_\_\_\_\_

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## Preface

Welcome to Howell High School Air Force Junior Reserve Officer Training Corps (AFJROTC). You have joined an elite group of fellow students (cadets) who have chosen to embark on a challenging journey through Aerospace Science, Leadership Education, Physical Fitness, and character building.

This Cadet Guide is your guide to success and outlines the standards of performance expected of you during your tour as a Howell High School AFJROTC Cadet. It serves as a text for first year cadets as they are introduced into AFJROTC and it serves as a directive for all cadets as they continue their journey in AFJROTC. It provides guidance from the Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI). This guide provides you a reference for the many details that accompany high standards of performance in the classroom, in school conduct, in wearing the uniform and overall behavior wherever you are. The objective of the guide is to help you learn, therefore:

**IT IS YOUR RESPONSIBILITY TO UNDERSTAND THE INFORMATION WITHIN THIS GUIDE. AS WE STRIVE TO IMPROVE MI-20141, CHANGES TO THIS GUIDE MAY OCCUR. UPDATES WILL BE ANNOUNCED IN CLASS AND POSTED ON THE UNIT WEBPAGE. <http://howellafjrotc.weebly.com>**

You will learn to work within a group, yet retain your individuality. You will be taught how to handle complex tasks, how to work with and lead fellow cadets, and how to give as well as follow instructions. Our philosophy is, “if a person knows *why*, the *how* comes naturally”

AFJROTC is an elective program at Howell High School and success depends on dedication, discipline, integrity, and a desire to be involved in the program. For you to gain the most from this program you should become as involved as much as possible.

Given the dynamic nature of AFJROTC, circumstances may arise during the academic year that require revisions to specific areas or policies within this guide. If and when these revisions occur, you will be notified promptly and be asked to replace the old information with the new.

# CHAPTER ONE

## HISTORY, MISSION, CORE VALUES, GOALS AND OBJECTIVES

### 1.1 HISTORY

The Air Force Junior Reserve Officer Training Corps (AFJROTC) was founded under Public Law 88-647 (also known as the Revitalization Act of 1964). The first AFJROTC units began operation in 1966 with just twenty high schools. As of August 2017, there are over 890 AFJROTC units in high schools throughout the United States and military bases around the world. Our unit, AFJROTC Unit MI-20141, was established at Howell High School in 2014. The designation MI-20141 means that our AFJROTC unit was the first unit to be activated in Michigan in 2014.

### 1.2 AFJROTC MISSION

The mission of AFJROTC is to *develop citizens of character dedicated to serving their nation and community.*

#### 1.2.1 MI-20141 MISSION

The mission of AFJROTC Unit MI-20141 is to *benefit our community and nation while promoting a sense of comradery within the unit.*

MI- 20141 hopes to develop *Esprit de corps* (a feeling of pride, fellowship, and common loyalty shared by the members of a particular group) through many events that positively affect our cadets and community.

### 1.3 CORE VALUES

The fundamental principles by which we must perform our work and life are called core values. The core values of the Air Force and our unit are:

### **1.3.1 INTEGRITY FIRST**

*Integrity* is the unfaltering devotion to honesty, truthfulness and doing what's right. It's made up of several traits including moral courage, responsibility, accountability, justice, openness, self-respect and humility.

### **1.3.2 SERVICE BEFORE SELF**

*Service before self* means sacrificing personal goals for the good of the service and nation, professional duties take precedence over personal desires.

### **1.3.3 EXCELLENCE IN ALL WE DO**

*Excellence in all we do* means we strive to do our best in everything for which we're responsible, both personally and professionally. We maintain a passion for continuous improvement and innovation. We work together on the basis of trust and mutual respect.

## **1.4 AFJROTC GOALS AND OBJECTIVES**

The goals of AFJROTC are to:

- Instill values of citizenship
- Provide service to the United States
- Establish personal responsibility and sense of accomplishment

The objectives of AFJROTC are to:

- Educate and train high school cadets in citizenship
- Promote community service
- Instill responsibility, character, and self-discipline
- Provide instruction in air and space fundamentals

The objectives of AFJROTC Unit MI-20141 are to:

- Maintain an environment where cadets can develop their citizenship, leadership potential and teamwork
- Demonstrate the core values
- Encourage the pursuit of excellence in academic studies
- Promote patriotism and respect for the American flag and country

- Promote understanding of military command structures
- Encourage appreciation for the traditions of the United States military (especially the Air Force)

## CHAPTER TWO

### CLASSROOM RULES AND PROCEDURES

By enrolling in AFJROTC, you are agreeing to follow the classroom rules. Conduct and attitude not following these rules will result in disciplinary action and a loss of privileges, including but not limited to field trips, promotions, and/or AFJROTC co-curricular activities participation. Cadets whose conduct and attitude continuously affect the class in an adverse manner will be recommended to the principal for disenrollment from AFJROTC. It is important to note that Cadets may be disenrolled from AFJROTC based on any other conduct related reason deemed appropriate by the AFJROTC SASI or the principal in order to maintain the morale and discipline of the unit. (Reference AFI 36-2001, 20 May 2016, para 2.4.1.1.3.)

#### 2.1 CLASSROOM RULES

- Cadets will be in their seats, prepared to be called to attention when the bell rings. All cadets late to class must report into the flight commander and request permission to fall into the flight. Tardiness will affect your AFJROTC grade, promotion eligibility, field trip consideration, and award nomination. Excessive tardiness will result in disciplinary action by the administration according to the HHS Student Handbook.
- During class and for official cadet corps business, cadets will address each other by title and surname. For example, a cadet named Bob Smith with the rank of C/SMSGt would be addressed as “Cadet Smith,” “Cadet Senior Master Sergeant Smith,” or “Cadet Sergeant Smith.”
- Cadets wishing to address the SASI/ASI during classroom instruction will raise their hands and wait to be called upon.
- Cadets will not slouch in their seats, put their feet on chairs, sit on the tops of desk or tables, or be inattentive to instruction.
- Sleeping during classroom instruction is prohibited. Cadets who feel sleepy may, at any time without asking permission, stand at parade rest in the rear of the classroom until they can remain awake. No disciplinary action will be taken. Cadets with their heads

down in their desks are considered asleep. One warning will be given. Upon the second incident, disciplinary action will be taken.

- Cadets will not chew gum at any time while in the classroom, during physical training or during drill.
- Water is permitted in the classroom. Food and other beverages will not be allowed in the classroom unless they are authorized by the SASI/ASI. Food and other beverages may be consumed in the Staff room area as long as the area remains clean.
- Cadets will have all cellphones, iPods, and other electronic devices (unless the SASI/ASI permits its use for classroom activities) turned off and secured in a bookbag or purse. These devices must be out of sight when cadets enter the classroom. Cadets will NOT charge electronic devices during class.
- During instruction, personal conversations are not permitted.
- Always sit in your assigned seat. Cadets will not leave their seats without asking permission, except to stand due to drowsiness.
- Do not wear hats (or any form of headgear) or sunglasses in the JROTC area.
- Do not write on or deface AFJROTC or school property.
- Do not use vulgar or obscene language.
- Do not engage in horseplay or any other disruptive behavior.
- Do not sit on top of tables, place feet on tables or chairs, or tilt chairs backwards or on rear legs. Keep all four legs on the floor. This includes the storage room.

## **2.2 CLASSROOM PROCEDURES**

At the beginning of class, all cadets should go to their seat, place book bags and other personal belongings neatly in a standardized location according to your flight, and prepare for class.

### **2.2.1 BEGINNING OF CLASS**

Every day, the beginning of class will be conducted in the following manner:

1. When the tardy bell rings, the Flight Commander or Flight Sergeant will command, “Flight, Attention” while standing at the front of the class.
2. Cadets will stand next to the left of their desk and face the Flight Commander.
3. The Flight Sergeant will face the element leads and take roll call. To take roll call, each element leader should say “Sir/Ma’am, all cadets present and accounted for” or “\_\_\_” assigned, “\_\_\_” present with the exception of Cadet(s) \_\_\_, \_\_\_”
4. Once roll call is complete and all absences are noted, the Flight Sergeant will report the status of the flight to the Flight Commander. The report is executed with a salute and statement along the lines of “Sir/Ma’am, \_\_\_ Flight is all present and accounted for” or “Sir/Ma’am, \_\_\_ Flight has \_\_\_ cadet(s) absent.”
5. The Flight Commander will return the salute, face the flight and then lead the flight in the recitation the Cadet Creed.

6. The Flight Commander will give the flight permission to sit and will ensure all announcements are complete and ensuring that all items on the Flight Commander checklist are completed.

### **2.2.2 ENTERING THE SASI/ASI OFFICE**

Cadets will never enter the SASI/ASI office without permission. To do so is a violation of military custom and a display of gross disrespect. To report into the SASI/ASI in their office, the cadet will complete the following steps:

1. Remove any articles from the right hand.
2. Come to the position of attention.
3. Give a single knock on the door and wait for a response.
4. Upon being admitted into the office, promptly march in using the most direct route and halt approximately two paces away from the SASI's/ASI's desk.
5. Render a salute (SASI only). Begin the reporting statement as soon as the hand reaches the salute position. The statement should be along the lines of "Sir/Ma'am, Cadet (last name) reporting in as requested" or "Sir/Ma'am Cadet (last name) requesting permission to speak."
6. Upon the SASI returning the salute or saying "at ease," drop the salute and ask what is needed or say what needs to be said.
7. At the end of the conversation, come to attention, render a salute, and ask, "Will that be all, sir/ma'am?"
8. Upon the SASI returning the salute, drop the salute and execute an about face.
9. Take the most direct route out of the office.

### **2.2.3 END OF CLASS**

Three minutes prior to the end of class, the Flight Commander will give the command "Flight, Attention" and dismiss cadets to the Freshman campus. Remaining Cadets will look around the room and pick up any trash, which they will deposit in the trashcan. They will then collect their book bags and personal items and wait for the Flight Commander to call them to attention and dismiss them. When the bell rings, cadets will exit the classroom area quickly and quietly.

### **2.2.4 TARDY CADET**

A tardy cadet will report to the flight commander immediately upon entering room and state "Cadet XXXX requests permission to join \_\_\_\_ Flight." The Flight Sergeant will notify the instructor of the change in attendance from Absent to Tardy.

## **2.3 DISCIPLINARY REVIEW BOARD**

The intent of the Disciplinary Review Board is to reduce the number of cadets suspended while in the Air Force JROTC program and to monitor cadets who have "failed to show".

Individuals who are suspended while members of Air Force JROTC will meet a Disciplinary Review Board within 10 school days from the date they return to school and attending classes regularly. The Disciplinary Review Board will be chaired by the Inspector General and will consist of the First Sergeant and a minimum of two group staff officers. A record of the meeting will be taken and a recommendation for action will be submitted to the Senior Aerospace Science Instructor. A review of suspensions will be developed at the end of each quarterly marking period and trends will be identified for further action.

## CHAPTER THREE

### CADET CONDUCT

#### 3.1 GENERAL

Cadets will conduct themselves in a positive manner at all times in order to reflect good credit upon themselves, their parents/guardians, Howell High School, and the United States Air Force.

#### 3.2 MILITARY COURTESY

In addition to saluting the SASI, cadets will address the SASI, ASI, and cadet officers of higher rank by rank and surname or by “sir/ma’am.” This same courtesy should be extended to all teachers and administrators of Howell High School. **Your actions inside and outside the classroom reflect upon the entire cadet corps and the US Air Force.** Disrespect toward any faculty member, administrator, or other cadet will result in disciplinary action.

#### 3.3 CADET OFFICER/NCO AUTHORITY

All cadet officers and non-commissioned officers (NCOs) are authorized and required to take charge of subordinate cadets in the performance of AFJROTC leadership training. This includes the correction of uniform wear violations and inappropriate behavior any place on school grounds or at AFJROTC functions. However, cadet officers and NCOs will not disrupt any teacher’s class to make corrections, not use physical contact when correcting a cadet without the cadet’s permission, and never use force on another cadet. They will judiciously and respectfully enforce military discipline at all times and will never demean, belittle, harass, or use profane language. Proven abuse of authority will result in immediate demotion or other disciplinary action.

### 3.4 IMPROPER USE OF RANK

Cadets will not attempt to use their AFJROTC rank or position to obtain personal favors or gains. Cadet rank only exists when taking part in authorized AFJROTC activities. Blatant misuse of cadet rank or authority will result in demotion, loss of position, and possibly disenrollment from the program

### 3.5 HAZING

Hazing is the practice of directing someone of a lower rank to perform a humiliating action that entails the surrender of dignity and/or self-respect or a hazardous action that exposes one to physical injury or harm. **Any form of hazing, whether verbal or physical, will not be tolerated within AFJROTC. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated.** Therefore, hazing is strictly forbidden and will result in demotion or disenrollment from the AFJROTC program.

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 MI-20141 unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

### 3.6 UNAUTHORIZED CLUBS

**Cadets will not encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.** Cadets are prohibited from organizing or belonging to secret organizations, including cliques and gangs. Such organizations are frequently violent, devious, divisive, and discriminatory. Participation in such groups will result in a recommendation from the SASI to the principal for disenrollment from AFJROTC and a failing grade for the course.

### 3.7 INAPPROPRIATE BEHAVIOR

Inappropriate behavior, whether you are in or out of uniform, is prohibited while participating in AFJROTC and will result in disciplinary action by the SASI/ASI and/or HHS administration. This behavior includes, but is not limited to:

- Alcohol consumption
- Drug abuse
- Tobacco use
- Horseplay
- Public display of affection
- Fighting
- Disparaging remarks
- Insubordination
- Disrespect
- Verbal threats
- Physical attacks

The initiation of a verbal threat or physical attack will be considered an assault, which is an illegal act and cause for disciplinary referral to the HHS administration and immediate disenrollment from the AFJROTC program.

### **3.8 HARASSMENT AND BULLYING**

Harassment or bullying of any cadet by anyone of any rank is strictly forbidden. Examples of harassment or bullying are unwanted physical contact (especially of a sexual nature) and improper or abusive language including profanity, obscenity, “in your face,” and gossip.

### **3.9 FAILURE TO SHOW**

Failure to show occurs when you sign up for a AFJROTC activity (e.g., a fundraiser, field trip, meeting, etc) and you do not attend without a reasonable excuse. Failure to show lets your AFJROTC team down and will result in disciplinary action ranging from a reduction in the weekly military discipline grade and an initial warning to loss of promotion or Disciplinary Review Board.

### **3.10 DISENROLLMENT**

A cadet may be disenrolled as determined by the principal and the instructors. A cadet may be disenrolled for conduct such as, but not limited to:

1. Failure to maintain acceptable standards (haircut, grooming, proper uniform wear, academic responsibilities, etc.).
2. Inaptitude or indifference to training, discipline problems, or undesirable character traits.
3. Failure to remain enrolled in school.
4. Receipt of failing grade in AFJROTC classes

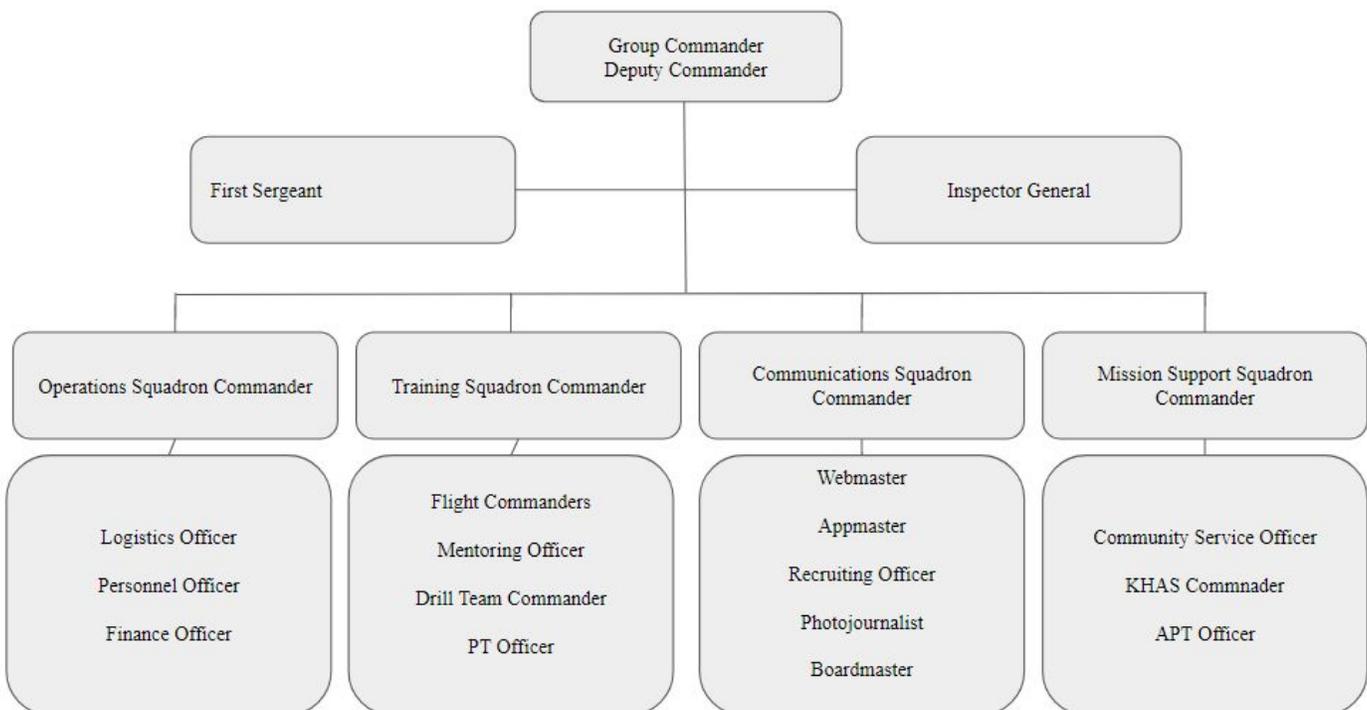
5. Individual request

## CHAPTER FOUR

### CHAIN OF COMMAND, CADET JOB DUTIES AND RESPONSIBILITIES

#### 4.1 GROUP ORGANIZATIONAL STRUCTURE

AFJROTC Unit MI-20141 is organized as a Group as specified in AFJROTC Instruction 36-2001. Refer to the Chain of Command chart illustrated below.



#### 4.2 CHAIN OF COMMAND

All cadets will use the chain of command concept, proceeding upward, regardless of the level from which they enter the flow. If a cadet has an inquiry, he/she will direct it *first* to his/her

*“Integrity First, Service Before Self and Excellence in All We Do”*

flight commander. If the flight commander is unable or unavailable to resolve the problem or answer the question, then the training squadron commander will be consulted. In the event the problem cannot be solved at the training squadron commander level, it will be brought to the attention of the Group Commander. If the problem is of such magnitude or sensitivity that it cannot be resolved or answered at any of these levels, it may be taken to ASI or SASI. If a cadet does not feel comfortable talking to anyone in their chain of command they may talk to the First Sergeant or Inspector General.

### **4.3 PHILOSOPHY**

The purpose of the Air Force JROTC organizational structure is to provide the means for cadets to:

- Understand the duty, responsibility, and authority that accompany a job, title or rank
- Practice leadership, management, task accomplishment and personal responsibility in a controlled and supervised environment mirroring the active duty Air Force organizational structure
- Understand the organization and workings of an Air Force Wing/Group and the interrelation of the component organizations within it.

Every effort will be made to ensure that cadets are selected for leadership positions they want and they are capable of performing in.

#### **Criteria**

The following criteria will be used in selecting cadets for leadership positions:

- Will the Cadet Corps improve with this cadet holding this position?
- Is the cadet capable of performing in the position?
- Will the position improve the cadet's leadership ability?
- Cadet availability (school, sports, job, personal, etc.).
- Grades/citizenship (JROTC & school).
- Involvement -- active or passive, is this cadet a team player?
- Class/JROTC rank.
- Performance in other held positions.
- What has the cadet done for the school overall?
- Recommendation by JROTC Cadet Staff based on past performance.
- Recommendation by teachers, coaches, and counselors.

- SASI and ASI recommendations based on personal observations both in and out of class.

#### **4.4 CADET APPOINTMENT AND DUTY ROTATION**

The SASI and ASI select the Group Commander, subordinate commanders, and Wing Staff members. The incoming Group Commander will provide a list of nominees for staff positions to the SASI/ASI.

Rotation of most cadet positions will occur at the start of each semester. However, the SASI reserves the right to make out-of-cycle rotations as needed. Due to experience limitations, it may also be necessary to keep certain cadets in specific positions for longer periods. Position assignments will be based upon performance in previous positions, recommendations from the Group Commander, and displayed abilities.

Unless a cadet has attended Cadet Officer Leadership School or has achieved permanent cadet officer status, he/she will be temporarily promoted to the minimum rank of his/her staff job description. Once the cadet no longer holds that particular staff job, he/she reverts back to his/her original (permanent) rank. The Personnel Officer/NCO should cut all applicable orders.

#### **4.5 CADET JOB DUTIES AND RESPONSIBILITIES**

These job descriptions serve as a guide for cadets who hold leadership or management positions within the corps of cadets. All cadets will ensure they become familiar with their duties when assuming these positions and are responsible for maintaining all unit functional areas and programs as outlined below. All of the following positions are required to attend staff meetings, their NCOs are responsible for attending in absence of the staff officer. Failure to execute the duties and responsibilities of the position may result in removal from the position and loss of temporary rank.

The Group Commander and Deputy Commander are responsible for:

- The appearance, discipline, training, efficiency, and conduct of the cadet corps.
- Establishing unit goals with input from Squadron Commanders.
- Ensuring all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- Recommend cadets to positions within the unit.
- Ensure regularly scheduled senior staff meetings.
- Provide guidance to all staff.

- Develop and present the unit mission brief as required.
- Delegate events to other cadets.
- Overseeing the cadet mentoring program (Deputy).
- Ensures AFJROTC calendar is continuously updated.
- Managing the event tracking sheet.

The First Sergeant is responsible for:

- The dress and the appearance of the cadet corps.
- Create the uniform wear for the entire semester based on weather and events (this should be submitted one week before the start of each semester).
- Ensure the classroom is well kept by organizing a room cleaning detail (part of the school beautification team).
- Sitting in on quarterly awards boards.
- Running the disciplinary review boards with the Inspector General.
- Maintaining the suspenses list.
- Failure to show list.

The Inspector General is responsible for:

- Performing an annual self-assessment of the unit.
- Chair the disciplinary review board as necessary.
- Update continuity files as directed by the instructors.
- Assume the role of arbitrator of cadet concerns if the chain of command has failed.
- Ensure that all cadets adhere to those regulations dealing with dress and appearance and customs and courtesies.
- Take minutes during senior staff meetings.

The Mission Support Squadron Commander is responsible for:

- Organizing one squadron meeting per month and taking minutes for the meeting.
- Ensuring that the community service officer holds one meeting per month with all flight representatives.
- Planning and coordination events that arise during the year that do not fall under other categories as assigned by the executive leadership (All co-curricular).
- Coordinate the efforts and progress of community service, KHAS, and APT.
- Coordinate with cadet leadership.
- Maintaining the “Ideas and Contacts” spreadsheet.

The Training Squadron Commander is responsible for:

- Ensures that each flight organizes one event for the year.
- Overseeing the cadet flight commanders to include training and setting expectations.

- Organizing one squadron meeting per month and taking minutes for the meeting.
- Overseeing the cadet PT officer.
- Weekly check of flight commander's records.
- Flight competitions (drill and flight of the semester).
- Ensure that the flight commanders are tracking each cadet in their flight's leadership opportunities.
- Making sure each flight commander is regularly tracking cadet information (on his/her Flight's event participation sheet).
- Coordinate with the Drill Commander and ASI to ensure that each flight has adequately gained drill experience.
- Coordinate with cadet leadership.

The Communications Squadron Commander is responsible for:

- Promoting the self image of our unit by coordinating the efforts of the webmaster, appmaster, recruiting officer, photojournalist, and the boardmaster.
- Organizing one squadron meeting per month and taking minutes for the meeting.
- Ensuring that each JROTC event is documented efficiently within 5 days (articles, web page, app, and bulletin boards).
- Ensuring that the recruiting officer successfully organizes 5 recruiting events semesterly
- Coordinate with cadet leadership.

The Operations Squadron Commander is responsible for:

- Overseeing logistics, personnel, and finance.
- Organizing one squadron meeting per month and taking minutes for the meeting.
- Running cadet promotions days.
- Coordinate with cadet leadership.

The Community Service Officer is responsible for:

- Organize a community service team made up of one representative from each flight.
- Brief all community service representatives on upcoming events once per month, community service meetings are the day before each senior staff meeting.
- Create and coordinate community service events and ensure each event is properly put into WINGS within 5 days of the event.
- Identify when a cadet has earned the service ribbon and provide to Flight Commander for presentation.
- Provide Group commander with regular updates on Community Service Goal Progress.

The KHAS Commander is responsible for:

- Organizing and carrying out tutoring sessions.

- Inducting new cadets into the KHAS program.
- Conducting meetings once a month.
- Kitty Hawk must abide by instructions in the Operations Supplement, Chapter 4, Section 1.

The APT Officer is responsible for:

- Organizing APT events throughout the course of the year.
- Reaching out to local schools.
- Organizing a APT team (different cadets for each presentation).
- Making APT presentations.
- Giving mock presentations.

The Webmaster is responsible for:

- Maintaining the MI-20141 website.
  - Ensuring that cadet general knowledge is added to the website.
  - Ensuring that images of each event is added to the website.

The Appmaster is responsible for:

- Maintaining the MI-20141 app.
- Coordinating with leadership, especially the Cadet Training Squadron Commander to ensure that the same cadet knowledge is added to the app.

The Recruiting Officer is responsible for:

- Organizing at least 5 recruiting events per semester.
- Reaching out to the local middle schools.
- Organize days to recruit during lunches at the High School and Freshman Campus.

The Photojournalist Officer is responsible for:

- Organizing a Photojournalist Team.
- Assigning each photojournalist events (organizing a meeting towards the beginning of the year). Each photojournalists must take photos and type up a description of the event.
- Ensuring that every MI-20141 event has a photojournalist assigned to it.
- Ensuring that each photojournalist takes photos and writes a description for their assigned event.

The Boardmaster is responsible for:

- Reaching out to our fellow peers at Howell High School by showcasing our unit accomplishments on our bulletin boards.

- Putting together a team of cadets to regularly maintain all JROTC bulletin boards and white boards.
- Ensure staff officers are aware of scheduled staff meetings by placing notices on bulletin boards as necessary.

The Mentoring Officer is responsible for:

- Ensuring that each incoming Freshman is assigned one cadet mentor.
- Ensuring that the Mentors and Mentees have at least one, one-on-one talk per week.
- Organize two Mentoring events (one per semester).
- Maintain MI-20141's Mentoring Program.
- Coordinating with cadet leadership.

The PT Officer is responsible for:

- Coordinating with the ASI to ensure that all data from PT tests is inputted into WINGS.
- Submitting all PT plans (two sets: indoor and outdoor ) one week before the start of each semester.
- Ensuring all PT tests are conducted in accordance with AFJROTCI 36-2001, para 5.6 dated 20 May 2016.

The Logistics Officer is responsible for:

- Maintaining the uniform storage room and armory.
- Conducting a full inventory each semester.
- Co-ordinating with the Inspector General and the ASI.
- Ensuring all logistics activities are conducted in accordance with current regulations, directives, policies, and procedures.
- Generating and tracking hand receipts for all cadets.
- Instructing/Overseeing/Training Logistics Staff.
- Organizing & Labeling all items accordingly.
- Updating WINGS as needed or within 5 days of receiving or issuing items

The Personnel Officer is responsible for:

- Checking the eligibility of cadets for obtaining ribbons and rank.
- Inputting ribbons, rank, and awards into WINGS.
- Attending cadet promotion meetings (the Thursday before cadet promotion day).
- Distributing ribbons and rank to the flights.
- Coordinating with cadet leadership.

The Finance Officer is responsible for:

*"Integrity First, Service Before Self and Excellence in All We Do"*

- Overseeing and managing the MI-20141 budget.

## CHAPTER FIVE

### CADET RANK AND PROMOTIONS

#### 5.1 GENERAL

Promotion within AFJROTC provides a constant challenge and motivation to cadets. Promotion to a higher rank reflects visible evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership. Each cadet has a **permanent** rank based on the completion of years in the AFJROTC program.

*Permanent rank:*

First Year Cadets: Cadet Airman Basic (E-1)

First Year Cadets at the end of First Quarter: Cadet Airman (E-2)

Second Year Cadets at the end of First Quarter: Cadet Airman First Class (E-3)

Second Year at the end of Third Quarter: Cadet Senior Airman (E-4)

Third Year at the end of First Quarter: Cadet Staff Sergeant (E-5)

Fourth Year at the end of First Quarter: Cadet Tech Sergeant (E-6)

There will be two promotion cycles per school year; one after the first academic quarter and one after the third. There will be a promotion meeting held the Thursday before each promotion day to discuss who will be promoted and to approve of the selected cadets. The Operations Squadron Commander, Personnel Officer, Group or Deputy Commander and the SASI/ASI should be present at the meeting. Promotion day will take place the Wednesday following the end of the first and third quarters (for SY 2017-18, 11/8/17 and 4/11/18).

#### 5.2 CRITERIA FOR PROMOTION - ENLISTED RANKS

Cadets will be promoted based on grades in both HHS and AFJROTC classes, performance on physical fitness assessment, demonstrated responsibilities, service to the school and community, attendance in school, discipline record in school and AFJROTC, and leadership potential. *The SASI/ASI* have the final recommendation on a cadet's possible promotion. The

instructors will be available to provide feedback as to promotion potential. Cadets selected for staff positions will not automatically be awarded the highest grade authorized for the position, but will be promoted within the position based on overall performance. Starting with AY 2016-2017, cadets have the opportunity to earn promotion up to the rank of Chief Master Sergeant. Earned rank will be retained as long as the cadet continues to maintain promotion retentions standards.

CADETS ON THE DRILL TEAM AND CADETS , FIRST ELEMENT LEADS AND CADETS COMPLETING LEADERSHIP CAMP WILL BE THEIR **PERMANENT RANK +1**  
2ND YEAR FLIGHT SERGEANTS WILL HOLD THE RANK OF **E-5 (CADET STAFF SERGEANT)**

3RD YEAR FLIGHT SERGEANTS WILL HOLD THE RANK OF **E-6 (CADET TECH SERGEANT)**

4TH YEAR FLIGHT SERGEANTS WILL HOLD THE RANK OF **E-7 (CADET MASTER SERGEANT)**

### **5.3 CRITERIA FOR PROMOTION - OFFICER RANKS**

Officer promotions will be a three-part process. The process remains the same as the enlisted process (described above and below) with the following exceptions:

- A cadet must earn a grade of **90%** or greater in his/her JROTC class and not have failing grades in any other class during the current semester in order to be considered for promotion.
- All potential cadet officers must supervise an event. The cadet must attend the event, lead, supervise, and keep track of attendance and time served.
- **2nd Lieutenant - 1st Lieutenant**
  - All cadet flight commanders and staff officers with no previous officer experience will start at the rank of O-1.
  - Co-Curricular Team leaders will be determined by the SASI/ASI but at a minimum +1 of their permanent rank
  - The SASI/ASI are the approval authority for exceptions and will be annotated in a Memorandum for Record written by the Personnel Officer.
- **Captain - Lt Colonel**
  - Must have completed summer leadership school.
  - Must hold a position on senior staff.
  - The SASI/ASI are the approval authority for exceptions.



## 5.4 OUT-OF-CYCLE PROMOTIONS

Certain out-of-cycle promotions may be given to cadets by the instructors based on exceptionally consistent performance or for superior performance in a single event.

## 5.5 EARNING A PROMOTION AND MAINTAINING CURRENT RANK

The Instructors will consider a cadet's attendance in school, discipline record in school and AFJROTC, and leadership potential. A cadet will not be promoted if he/she **has one or more "F's"** on the Quarter/Semester report card and/or **a term GPA of less than 'C' (2.0 or 73%)**. Additionally, the following will be followed for a cadet to earn a promotion and/or maintain their current rank:

- A cadet's numerical grade is the first component, because it reflects classroom and physical training. A cadet **MUST** have a passing grade in his/her **JROTC** class, defined as a **"C"/73%**, in order to be considered for enlisted promotion - **officer** promotions require a **90%**.
- Eligible cadets may be given a promotion test appropriate for their grade. If given, the test is worth 100 points, and the cadet **MUST** score a passable grade of at least **70% for enlisted promotion and 90% for Officer Promotion**
- **A cadet must earn a passing grade in his/her JROTC class and promotion test in order to be considered for enlisted promotion.**

### 5.5.1 PROMOTION TEST

A cadet promotion test will be administered the Tuesday before each promotion meeting (for school year 2017-18, **10/31/17** and **4/3/18**). The test will be created by the Cadet Training Squadron Commander and will be based off of the required knowledge taught by the Flight Commanders, as well as information from the cadet guide. The promotion test scores will also be used for the total flight of the semester grade.

### 5.5.2 CRITERIA FOR RETENTION OF CURRENT RANK

If you do not meet retention standards (the cadet must have a passing grade in his/her JROTC class), you may be placed in probationary status. A second consecutive failure to meet retention standards may result in demotion to the appropriate grade as determined by the SASI. Officers and staff members may also lose their officer rank and staff position.

## **5.6 DEMOTIONS**

Any cadet demotions will be based upon review by the instructors. The period of demotion and the new rank assigned will be based on the infraction and will be determined by the instructors. Generally, a demotion will occur with a school suspension.

## **5.7 RESERVE CADETS**

A Reserve Cadet is a student who either 1) completed the entire AFJROTC Academic Program, or 2) is a cadet that cannot participate in the AFJROTC academic program for that particular year. A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet. Students meeting this criteria may be designated, with SASI approval, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year. The Deputy Commander must keep in close contact with all reserve cadets to ensure that they are aware of current events.

# **CHAPTER SIX**

## **CADET AND STAFF COMMUNICATION**

Every cadet will be provided a syllabus for each class, and announcements will be placed on Google classroom, white boards, the classroom monitor, bulletin boards, and/or school internet site (i.e., calendar, uniform wear for the week, sign-up sheets, promotions, awards, cancellations, etc.). The AFJROTC MI-20141 calendar will be posted on the school JROTC website (<http://howellafjrotc.weebly.com>); it will have all activities and it is each and every cadet's responsibility to check the calendar and boards each day to ensure they are aware of all announcements and activities.

## **CHAPTER SEVEN**

### **AFJROTC FUNCTIONS AND ACTIVITIES**

We highly encourage you to participate in the many activities we offer in AFJROTC. We understand your attendance is subject to other factors, such as family, job, other school activities, etc., but hope you take advantage of what we have to offer. There is no after-school activity that is mandatory, but it is a proven fact that participation has a direct bearing on a cadet's appreciation of the AFJROTC program. Your participation is strictly voluntary; however, if you sign up to attend a function, your participation will be expected.

Additionally, cadets must meet Howell High School Student Handbook and Code of Conduct standards at all AFJROTC functions. Cadets demonstrating unacceptable conduct or academic performance may be prohibited from participating in any JROTC activity at the discretion of the SASI/ASI or principal.

## **CHAPTER EIGHT**

### **AFJROTC FUNDRAISING ACTIVITIES**

AFJROTC cadets and the Howell AFJROTC Booster Association participate in many fundraising activities in order to pay for the various activities and trips we take during the school year. Getting involved in fundraising not only builds teamwork and supports the AFJROTC corps, it provides an avenue for cadets to earn money to pay for the fees and lower costs that are required to attend many of our functions and trips.

## **CHAPTER NINE**

# CADET HONOR CODE

*“I will not lie, cheat, or steal, nor will I tolerate those who do.”*

## 9.1 GENERAL

What is honor? Honor is what you stand for; it is a measure of your character. Every person, except the most depraved, has some code of ethics; some concept of right and wrong; some standard of “do’s” and “don’ts” by which he/she lives. To an Air Force JROTC cadet, honor should be the most cherished principle of his/her life.

## 9.2 PRINCIPLES OF THE CADET HONOR CODE

Intentional dishonesty is inexcusable. It cannot, and will not be condoned. Truth is singular; its versions are mistruths and are a breach of the Cadet Honor Code.

Quibbling is defined as evasive statements or technicalities in order to delay the ends of justice or to shield guilt. Quibbling is a violation of the Cadet Honor Code. For example: A cadet is reported late by ten minutes to an important formation and he submits an explanation stating that he believes the report to be inaccurate. Later investigation proves that he was not ten minutes late but, in fact, eight minutes late. In the letter, the cadet has quibbled since he haggled over the detail of two minutes, and was attempting to deceive the SASI or ASI into believing that he was not late at all.

Failure to report Honor Code Violations. A cadet who commits an intentional honor violation and fails to report himself/herself a the first opportunity has violated the Cadet Honor Code.

## 9.3 RESPECT

Most likely, your parents stressed the importance of being respectful to your elders and being well-mannered children. In JROTC we insist on respect, both upward and downward. We should all be respectful of each other if we want to be successful. There are four phrases which will help you succeed in JROTC, and in life. They are: “Yes sir/ma’am,” No excuse sir/ma’am,” “please,” and “thank you.” Endeavor to make them an integral part of your vocabulary.

Correct conduct facilitates learning and is a reflection of your attitude toward yourself, your parents, your corps of cadets and your school.

*“Integrity First, Service Before Self and Excellence in All We Do”*

Please abide by the classroom rules listed in the student handbook and code of conduct.

**THE FOLLOWING WILL NOT BE TOLERATED:**

- Disrespect toward AFJROTC instructors, school administrators, teachers, staff, fellow JROTC cadets and other HHS students.
- Lying, cheating, stealing or the toleration of those who do.

Failure to meet standards and follow rules may be grounds for dismissal from class and referred for disciplinary action.

## CHAPTER TEN

### AFJROTC UNIFORM WEAR, PERSONAL APPEARANCE, GROOMING

MI-20141 will adhere to uniform guidelines in AFJROTCI 36-2001 and AFJROTC Consolidated Operations Supplement, Chapter 7 and Air Force Instruction 36-2903. All can be found on the Unit Webpage. Additionally, the most recent version of AFI-36-2903 can be found on the classroom bookshelf.

#### 10.1 UNIFORM CARE AND WEAR

As an AFJROTC cadet , you must constantly strive to present a neat, clean and well-groomed appearance (in or out of uniform).

All of your uniform and items of equipment (with the exception of shoes and socks) are loaned to you by the United States Air Force. These items remain the property of the Air Force. ***It is the cadet's responsibility to maintain the appearance of your uniform - shirts and pants must be pressed with prominent creases in the pants and shirt sleeves only. You may have your uniform laundered/dry cleaned at your own expense or maintain them yourself. Your uniform MUST be clean and present a professional image. Failure to appropriately maintain your uniform may result in forfeiture of the privilege to wear the uniform. The instructors may request the return of the uniform at any time if deemed necessary for those who do not meet standards or present the appropriate image. Under no circumstances may a cadet wear the uniform if they do not meet established grooming (hair, shave, etc.) standards. If you wear the***

**uniform and you do not meet established grooming or wear standards you may be required to remove the uniform and change into alternative clothing.**

At the time you are issued your uniform and equipment items, you will sign a Uniform Issue Receipt (aka hand receipt) for individual items. Each item then becomes your personal responsibility. If you lose it, willfully or negligently destroy it you will be required to pay for it. At the time of issue, you'll be advised of the cost of each item. During the school year, turn in any unserviceable items to the ASI as soon as possible; if the condition is due to normal use, we'll replace it for you at no cost. This includes normal growth spurts!

## 10.2 OVERALL GUIDELINES

**WEDNESDAY IS UNIFORM WEAR DAY AND WILL BE DESIGNATED BY THE INSTRUCTORS.** Pay attention to the daily announcements and the published calendar on the web page for weekly uniform combination and any changes in the schedule. Only the Instructors are authorized to make changes to the uniform of the week and wear schedule. Recommendations for uniform of the week will be provided by the Cadet Commander or First Sergeant and approved by the SASI/ASI. Once issued the uniform, cadets will be inspected and receive a uniform assessment grade every week.

Should you be absent from school on uniform day, you will receive credit for this missed opportunity by wearing the uniform on the day you return to school. If school is cancelled on a uniform wear day - cadets will be required to wear the uniform the next day back to school. Exceptions being, scheduled vacations, or if return is on a Friday (Physical Fitness Day) or extended cancellations and the instructors waive uniform wear for the week. **Cadets cannot pass this class without wearing the uniform the required number of days. If a cadet misses a uniform wear, and chooses to not make it up, they will fail the semester.** A cadet may make up missed uniform wear days before a semester ends (excluding midterm, final exam or half days), but cannot wear the uniform in-advance for a grade without an instructor's prior approval. Missed uniform wear days with an excused absence can be made-up within two weeks count for full-credit; after two weeks the score is reduced by half. Uniform wear grades fill the oldest missing uniform wear first. However, regardless of percentage, cadets cannot pass the semester without wearing the uniform the required number of days. Any unexcused absences on uniform day will result in a zero for the day and must be made up with a maximum score of 50

### **10.3 DISTINCTIVE ITEMS**

Cadets are authorized to wear distinctive items approved by the SASI. Special team and details may wear ascots, berets, and white gloves only at those time specified by the SAS/ASI. Shoulder cords are issued to distinguish specialized teams and staff. This is to foster esprit-de-corps among the staff and team members. Cadets are authorized to wear one shoulder cord on the left shoulder of the service dress coat or the shirt when the service dress coat is not worn. Shoulder cords are not authorized to be worn with the lightweight blue jackets. The drill team, color guard and saber team are authorized to wear white shoulder cords. Senior Staff members are authorized red/red and white cords. Staff members are authorized to wear green/yellow cords. Flight Commanders are authorized to wear blue/white cords, and Flight Sergeants are authorized light blue cords.

### **10.4 UNIFORM INSPECTION**

You will receive an evaluation score during uniform inspection. The grade will be equivalent to a test grade (maximum of 100 points). You must wear the uniform properly to receive a passing grade for the week; failure to meet standards could result in failure of uniform wear for the week.

Failure to wear the uniform may result in one or more of the following: failure of uniform wear for week/quarter/semester; lose the right to attend the next scheduled JROTC function, possible dismissal from Drill Team or other AFJROTC activity; not be considered for promotion and possible demotion; Meeting with the Disciplinary Review Board; removal from an assigned staff position; and possible disenrollment from AFJROTC, as determined by the instructors/Principal.

Changing into and out of the uniform during the school day, without permission from the instructors, will earn you zero points for inspection that day and will impact the leadership portion of your grade.

A cadet in uniform who fails to meet uniform wear standards (i.e., no shave, hair too long, hair color or fad style); will remove uniform at discretion of ASI/SASI. If you can't or wish to not meet standards, do not wear uniform and accept zero points.

If you encounter problems meeting uniform standards, it is your responsibility to contact the ASI immediately. The ASI must approve any exceptions in advance to uniform day for the actual violation to be excused.

We wear uniforms on most field trips, as directed by instructors and as directed by the activities during the field trip.

Wear **only** issued items, and don't mix one uniform with another uniform. Also, NEVER wear civilian items with the uniform. Do not wear headphones/earbuds in uniform unless sitting in class and your teacher approves.

Wear insignia properly and wear only the authorized insignia. Any additional distinctive items to identify color guards or drill teams may be authorized only by the instructors. No bulky items in the trouser/slacks pockets - do not carry anything in shirt pockets. By keeping your hands out of the pockets you'll be able to keep the shape and press of the uniform. It also looks more professional

Trim loose strings and threads ("cables") from the uniform. This is particularly important after the shirt is washed or if you're issued a new shirt.

Cadets will not participate in any anti-authority demonstrations in uniform.

With the exception of those cadets attending the Ohio Valley Summer Leadership School or other circumstances as authorized by the instructors, all uniforms, insignia, etc., must be turned in and accounted for at the end of the school year. Lost items must be paid for promptly. All uniform items will be returned dry cleaned and pressed. **Grades, diplomas, and AFJROTC Certificates of Training or Certificates of Completion will not be released until all uniforms and equipment have been returned or paid for.** Some helpful hints to avoid this problem:

- **Don't** leave uniform items in unlocked lockers, in another locker, the AFJROTC room, storage room, or unattended in other places.
- **Don't** lend your uniform items to others or give them to your friends.
- **Don't** carry your flight cap with your books. Don't carry your hat unless it is absolutely necessary!
- **Place your name** on each uniform item in an inconspicuous place with masking tape and permanent marker. Do not write directly on the uniforms.
- **Turn in** any found uniform item to the instructors before someone else takes it.

- **When turning in** or exchanging uniform items or other equipment, deal only with the ASI and at agreed upon times. Uniform issue will not be handled during a cadet's scheduled AFJROTC class unless approved by the instructors.

Wear of the uniform is a very important (and a mandatory) aspect of JROTC and requires dedication, self-discipline, and self-esteem. Take it seriously for you will be judged by everyone while wearing the uniform. More importantly, when not in uniform you will continue to be judged, because you are a member of AFJROTC. Your appearance and actions speak volumes about you - **always remember, you are representing yourself, family, school, community, and the Air Force.**

## CHAPTER ELEVEN

### HEALTH AND WELLNESS

Each Friday, JROTC instructors will supervise cadets in fitness-related activities. Students will be graded on their attendance, participation and effort. Points will be deducted for tardiness or negative conduct (e.g., lack of effort, disruptive behavior, etc.) Students who are absent from school or otherwise unable to participate in the Friday activity (due to medically-documented injury, physical limitations, etc.) will not be graded for that Friday activity (i.e., that day will be excluded from their average weekly grade). Cadets may be given a written assignment in lieu of participation or may be required to help with the execution of the event.

Cadets will be provided one t-shirt and one pair of shorts for their PT uniform per academic year. Wear of the current PT uniform is mandatory on PT days. The PT uniform may also be worn to community service events or to show pride in the unit.

In order to participate, JROTC requires each student and parent/guardian sign a consent form, concussion awareness form and medical questionnaire before participating in our fitness program. This is provided at the beginning of the school year and **MUST** be returned in order to participate in PT.

Cadets must have the following clothing items and accessories in order to properly participate in the fitness program:

- Small Duffle/Gym Bag (small enough to carry below items and it into their school locker) (optional)

- Running or Tennis Shoes
- Appropriate socks
- Issued JROTC Athletic Shorts (jean or cargo shorts not authorized)
- T-Shirt (JROTC issued)
- Issued Sweatpants or Sweatshirts (for outside activities as dictated by weather)
- Water Bottle
- Small Towel (optional)
- Lock (**MANDATORY**)

JROTC fitness activities will be conducted in a non-threatening atmosphere. Grading is based predominantly on a student's individual effort and improvement. We understand not all students have the same fitness level - our intent is to help a student measure their current fitness level, set individual fitness goals, and develop a personal fitness program goal designed to reach their goal.

## CHAPTER TWELVE

### AWARDS AND DECORATIONS

The Cadet Awards and Decorations Program fosters morale, esprit de corps, and most of all recognizes 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 Holm Center/JR may be worn. JROTC Awards, listed below, will be awarded in accordance with the Air Force JROTC Uniform and Awards Guide, Operational Supplement Chapter 7. All National level Awards (not listed) are awarded in accordance with published organizational standards and guidelines.

#### **12.1 SPECIAL AWARDS (See Operational Supplement Chapter 7 for more details)**

1. *Gold Valor Award*. 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*. 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*. 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. *Silver Star Community Service with Excellence Award*. Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. Period of service is from 11 April (previous year) to 10 Apr (current year).

5. *Community Service with Excellence Award*. 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.

## **12.2 NATIONAL AWARDS (See Operational Supplement Chapter 7 for more details)**

6. *Air Force Association Award*. This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding third-year cadet. Criteria include: Positive attitude (toward AFJROTC and school); Outstanding personal appearance (uniform and grooming); Display personal attributes such as initiative, judgment, and self-confidence; Courteous demeanor (promptness, obedience, and respect for customs).

7. *Daedalian Award*. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria: Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation. Rank in the top 10% of their AFJROTC class. Rank in the top 20% of their school class.

8. *American Legion Scholastic Award*. Presented annually to a third- or fourth-year cadet based on the cadet's overall scholastic achievements. Each cadet must: Rank in the top 10% of the high school class. Rank in the top 25% of their AFJROTC class. Demonstrate leadership qualities. Actively participate in student activities.

9. *American Legion General Military Excellence Award*. This award is presented annually to a third- or fourth-year cadet based on the cadet's general military excellence. Each cadet must: Rank in the top 25% of their AFJROTC class. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

10. *Daughters of the American Revolution Award.* This award is presented annually to one fourth- year cadet that meets the following criteria: Rank in the top 25% of their AFJROTC class. Rank in the top 25% of their high school class. Demonstrate qualities of dependability and good character. Demonstrate adherence to military discipline. Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

11. *American Veterans Award.* A positive attitude toward AFJROTC programs and service in the Air Force. Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se). Personal attributes (initiative, dependability, judgment, and self-confidence). Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards). Obtained a grade of “A” (or the numerical equivalent) in their AS class. Be in good scholastic standing in all classes at the time of selection and at the time of presentation

12. *Reserve Officers Association Award.* Positive attitude toward the AS curriculum. Outstanding personal appearance (wear of the uniform, posture, and grooming). Attributes of initiative, judgment, and self-confidence. Courtesy (promptness, obedience, and respect). Growth potential (capacity for responsibility, high productivity, adaptability to change). Demonstrate the highest personal, ethical standards & strong positive convictions. Rank in the top 10% of their AS class.

13. *Military Order of World Wars Award.* 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.

14. *Military Officers Association Award.* This award is presented annually to an outstanding third-year cadet in a 4-year program who shows exceptional potential for military leadership. Each cadet must: Be a member of the junior class. Be in good academic standing. Be of high moral character. Show a high order of loyalty to the unit, school, and country. Show exceptional potential for military leadership.

15. *Veterans of Foreign Wars Award.* This award presented annually to an outstanding third- or fourth-year cadet who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must: Have a positive attitude toward AFJROTC. Have outstanding military bearing and conduct. Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation). Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism. Demonstrate leadership potential. Attain a grade of “B” in AFJROTC with an

overall average grade of “C” in all subjects for the previous semester. Be active in student activities. Not have been previous recipients of this award.

16. *National Sojourners Award*. This award is presented annually recognizing an outstanding second or third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must: Be in the top 25% of their academic class. Encourage and demonstrate ideals of Americanism. Demonstrate potential for outstanding leadership. Not have previously received the award.

17. *Sons of the American Revolution Award*. This award recognizes an outstanding third year cadet who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must: Be currently enrolled in the AFJROTC program. Be in the top 10% of their AFJROTC class. Be in the top 25% of their overall class.

18. *Scottish Rite, Southern Jurisdiction Award*. This award annually recognizes an outstanding third-year cadet in a 4-year program. Each cadet must: Contribute the most to encourage Americanism by participation in Co-Curricular activities or community projects. Demonstrate academic excellence by being in the top 25% of class. Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism. Not have been previous recipients of this award

19. *Military Order of the Purple Heart Award*. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must: Have a positive attitude toward AFJROTC and country. Hold a leadership position in the cadet corps. Be active in school and community affairs. Attain a grade of “B” or better in all subjects for the previous semester. Not have been a previous recipient of this award.

20. *Air Force Sergeants Association Award*. This award recognizes an outstanding third- or fourth-year cadet. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must: Be in the top 10% of the AFJROTC class. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Not have been a previous recipient of this award.

21. *Sons of Union Veterans of the Civil War Award*. 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.

22. *Sons of Confederate Veterans H.L. Hunley Award.* This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year.

23. *Tuskegee Airmen Incorporated AFJROTC Cadet Award.* This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria: Attain a grade of “B” or better in their AS class. Be in good academic standing. Actively participate in cadet corps activities. Participate in at least 50% of all unit service programs

24. *The Retired Enlisted Association 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.

25. *The Celebrate Freedom Foundation Award.* Awarded annually, at the SASI’s discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet

26. *National Society United States Daughter of 1812.* Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

27. *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.

### **12.3 NON-FUNDED NATIONAL AWARDS**

28. (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.). Organization must be submitted to and approved by HQ AFJROTC. Award criteria will be printed in this cadet guide when appropriate.

### **12.4 AFJROTC AWARDS**

29. *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.

30. *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.

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

32. *Outstanding Flight Ribbon*. Awarded each academic term to members of the outstanding flight. Criteria includes average overall academic performance + percentage cadet participation in unit activities + percentage community service participation and overall military decorum of the flight.

33. *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). This award is only presented during a formal Staff Assistance Visit or Unit Evaluation conducted by HQ AFJROTC personnel. The award consists of a certificate and a ribbon, which is presented by the Region Director during the visit, unless personal observation of the cadet warrants otherwise. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

34. *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.

35. *Leadership Ribbon*. Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities.

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

37. *Superior Performance Ribbon*. Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Will also be awarded to the cadet of the quarter recipients.

38. *Academic Ribbon*. Awarded for academic excellence as signified by attaining an overall grade point average 3.0 for one academic term, in addition to an "A" (90%) average in AFJROTC.

39. *Leadership School Ribbon*. Awarded for completion of an approved leadership school program of at least 5 days duration.

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

41. *Orienteering Ribbon*. . Alternatively Cadets can also earn an orienteering ribbon for completing Orienteering program at a Cadet Leadership School or completing an orienteering course as part of the unit curriculum during a Curriculum in Action (CIA) trip.

42. *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, Golf Fundraiser 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.

43. *Drill Team Ribbon*. Awarded annually to a cadet who successfully completes two drill meets. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

44. *Color Guard Ribbon*. Awarded to cadets after participating in three times in a color guard event. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

45. *Saber Team Ribbon*. Awarded to cadets after participating twice in a Saber Guard event. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

46. *Good Conduct Ribbon*. Awarded each semester to cadets with no suspension, no adverse reports from faculty/administration (to include, but not limited to detention, failure to do homework, excessive tardiness, disrespect, and failure to wear uniform and/or improperly, maintains discipline in classroom) and observed all school and AFJROTC rules of conduct.

47. *(Community) 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. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Awarded annually to cadets who earn a minimum of 12 community service hours before the Annual Awards Banquet held annually in May.

48. *Health and Wellness Ribbon*. Awarded by the SASI for participation in the health and wellness physical fitness program while showing effort and improvement. All cadets who participate in the unit's wellness program, gave 100% effort and had no more than 2 missed PT uniform days will receive the Health and Wellness Ribbon. All cadets who score in the Physical Fitness Test 80th percentiles will receive a Bronze Star device; 90-95 percentile will receive a Silver Star device; and 96-100 percent they will receive a Gold Star device. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

49. *Recruiting Ribbon*. Awarded for outstanding effort in support of a major recruiting activity. A cadet that participates in a two recruiting activities or who personally recruits a HS student who becomes an AFJROTC cadet.

50. *Activities Ribbon*. (Co-curricular involvement) Awarded for participation in co-curricular activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry club, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster *should* be added to this ribbon for each year of membership beginning with the second year. Four or more activities other than special teams, such as Drill or Cadet Challenge

51. *Attendance Ribbon*. Awarded each semester to a cadet that has no more than 4 excused absences and NO unexcused absences to earn this ribbon. (2 tardies = 1 absence).

52. *Dress and Appearance Ribbon*. Awarded to a cadet who wears their uniform on all designated uniform days, no violations, with an 85% or above.

53. *Longevity Ribbon*. Awarded annually for completion of each completed year of AFJROTC.

54. *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. Additionally, cadets must attend the safety and history presentation unless permission is received from the SASI. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.

55. *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. In addition to attending the Patriotic Flag presentation, cadets must participate in two unit planned flag ceremonies or one major flag ceremony event as deemed appropriate by the SASI/ASI per AFI 36-2001.

*Awareness Presentation Badge*: Must have been an integral part of an Awareness Presentation Team (APT) which includes developing and presenting an informational presentation to Elementary of Middle School Students.

## **12.5 CIVIL AIR PATROL (CAP) AWARDS**

56. *General Carl Spaatz Award*

57. *General Ira C. Eaker Award*

58. *Amelia Earhart Award*

59. *General Billy Mitchell Award*

60. *General J.F. Curry Achievement Award*

## **12.6 Varsity Letter Criteria**

- Maintain a 3.5 gpa in school year AFJROTC class
- Maintain a 2.5 overall gpa in all other school year subjects
- Must complete 2 full years (4 semesters) of AFJROTC

- AFJROTC participation score of 70 points (points described below)
- Failing zero current classes in the current school year
- Minimum 12 hours community service during academic year

Below are the requirements for cadets to earn their letter in AFJROTC. Each cadet must fill out a letter request form and provide a report card of their classes of the current school year to be reviewed by the SASI or other personnel for approval of the AFJROTC letter.

- Compete at drill/PT meet: 2
- Color guard performance: 2 (max of 10 points per year)
- Sabre team performance: 2
- Complete full year as staff member (flight,squadron,logistics,Etc.): 10
- Complete 15 community service hours in a given school year: 5
- Compete on the academic bowl: 2
- March in an AFJROTC parade: 2
- Member of Kitty Hawk for entire school year: 5
- An “A” average in AFJROTC for a year: 2
- Selected as cadet of the quarter: 10
- Awarded any AFJROTC national award: 5
- Attend an AFJROTC summer camp: 15
- Recruit a new cadet: 5
- Participate on a team for a full year: 5
- Successfully lead a major AFJROTC event (Military Ball, Lock in, Bataan Death March Etc): 10
- StellarXplorers: 5
- CyberPatriot: 5

\*Cadets must fill out a varsity letter application to be reviewed by the SASI and or ASI in order to receive a varsity letter

## CHAPTER THIRTEEN

# PROGRAM OPPORTUNITIES

Air Force JROTC offers numerous activities to allow each cadet to find an opportunity to learn and grow. The Co-curricular activities include: *Drill Team, Saber Team, Color Guard, Rocketry, Model Aircraft, Quadcopters, Fitness Competitions, Orienteering, Academic Team (quiz bowl), StellarXplorers, CyberPatriot, Kitty Hawk Air Society and Awareness Presentation Teams (APT)*. The activities are ever-growing and changing as cadets identify new opportunities. Not only does each activity provide an opportunity to learn, it also provides cadets with an opportunity to practice their leadership skills and build a cohesive team. The post graduation benefits of the aforementioned co-curricular activities and the AFJROTC program as a whole are numerous. Applications have areas to include teams and leadership experience. AFJROTC is a great way to fill an impressive résumé and have fun!

## 13.1 CO-CURRICULARS

Short descriptions of some of our co-curricular activities can be found below.

*Drill Team* - This is a dedicated group of cadets who refine their skills for marching in parades and competing against other JROTC units for awards and prizes. Participation is open to all cadets enrolled in the Air Force Junior ROTC Class which requires before or after school practice, extreme discipline and concentration, and extra care of the uniform. Select members of the Drill Team are also eligible to be a part of Color Guard or Sabers Team. These specialized teams presents the flag at school sports events and other ceremonies and present sabers at special sports events and ceremonies. Cadets on the Drill Team have the opportunity to earn the Special Teams, Color Guard, and Sabers Team ribbons to be worn on the uniform.

*Rocketry* - Model rocketry is the designing, building, and flying of small rockets that are made of paper, plastic, balsa wood, or any other lightweight material. See the Operational Supplement, Chapter 4 for more information.

*Model Aircraft* - the Model Aircraft club builds and hangs up the model aircrafts we have in our classroom.

*Academic Team* - one of the main goals of the JROTC Academic Bowl is to prepare students for state exit/graduation exams as well as college entrance exams, such as the SAT and ACT. However, we have a mix of JROTC curriculum as well as English, Math and Science in each level of the competition. The team is open to 9-11th grade students.

*StellarXplorers* - StellarXplorers inspires and attracts high school students to pursue studies and careers in science, technology, engineering, and mathematics (STEM) through a challenging, space system design competition involving all aspects of system development and operation with a spacecraft/payload focus.

*Kitty Hawk Air Society* - Kitty Hawk Air Society (KHAS) is an honor society exclusively for AFJROTC cadets regardless of year, experience, or rank with a minimum GPA of 3.5. Cadet members must be active in the corps, school, and community, and be of good moral standing. Membership is on a strictly volunteer basis. The purpose of the KHAS is to improve fellow cadets' grade point average through peer tutoring, to promote esprit de corps, and to improve the school and community through service projects that promote cadet leadership and unit teamwork. All members are issued a Kitty Hawk Air Society badge that will be worn on the uniform.

*Awareness Presentation Team (APT)* - Provides presentations to junior high and elementary school classes on a variety of topics such as bullying; social media responsibility, bullying, drug abuse awareness, U.S. Flag. Cadets may earn an APT Badge. See Chapter 14

*Orienteering Team* - The Orienteering Team competes in land navigation competitions at local recreational areas.

## 13.2 GENERAL

**Social Activities** - The annual Military Ball is a highlight for many cadets. Male cadets wear the service dress uniform to this event with the option of to wear a white shirt to this event. Female cadets may wear the service dress uniform or they have the option of wearing an evening dress. Other social events include paintball, a lock-in, picnics, and bonfires.

To support the curriculum provided by the Air Force we will have at least one "Curriculum in Action (CIA)" trip (field trip) each year planned and organized by cadets in the AFJROTC Management of the Corps class and open to everyone in the cadet corps.

In addition, Cadets with passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by law for a **Certificate of Completion**.

All cadets will be awarded an AF Form 1256, Certificate of Training, for successful completion of 2 academic program years of AFJROTC with SASI concurrence.

An AFJROTC Form 310, AFJROTC Certificate of Completion, will be awarded to all cadets for successful completion of 3 academic program years of AFJROTC with SASI concurrence. An updated Certificate of Completion may be provided after 4 academic program years.

Cadets may be awarded certificates even if they do not graduate from high school, since the certificate is based only on AFJROTC performance.

Another benefit is eligibility for enlistment at a higher grade. For specifics, refer to Air Force Recruiting Service Instruction (AFRSI) 36-2001, Recruiting Procedures for the Air Force. Each branch of service may have their own specific/difference requirements.

Inquiries on scholarship eligibility, availability, and other scholarship-related issues should be made to Holm Center/RRUC. Schedule an appointment to talk your SASI for more information.

Finally, U.S.C. Title 10 sets aside up to 20 nominations per Service Academy for “honor graduates of JROTC honor schools.” Holm Center Operations Support will send a list of the AFJROTC Distinguished Unit Award winners to all three Service Academies. The Service Academies will maintain a Distinguished Unit Award list so cadets who apply to Academies on line will get additional consideration. Due to the level of competition for these limited appointments, cadets are highly encouraged to pursue other nomination sources to increase their chances of earning an appointment.

**Other clubs may be started within the Cadet Unit. If interested in starting an activity/club, outline the purpose, guidelines, budget, fund-raising activities, etc., in a written proposal and submit through the chain of command to the SASI/ASI for approval.**

## CHAPTER FOURTEEN

### CADET REQUIRED KNOWLEDGE

Cadet required knowledge will be taught by the cadet flight commander and will be used on cadet promotion exams.

**Cadet Honor code:** *“I will not lie, cheat or steal... nor will I tolerate those who do”*

**Mission Statement:** To develop citizens of character dedicated to serving their nation and community

**Seven standard responses:** Yes sir/ma’am, No sir/ma’am, No excuse sir/ma’am, sir/ma’am may i make a statement?, sir/ma’am may i ask a question?, sir/ma’am I do not know, sir/ma’am I do not understand.

#### Cadet Enlisted Ranks

E-1: Airman Basic

E-2: Airman

E-3: Airman First Class

#### Cadet Officer Ranks

O-1: 2nd Lt.

O-2: 1st Lt.

O-3: Captain

E-4: Senior Airman

O-4: Major

E-5: Staff Sergeant

O-5: Lt. Col.

E-6: Tech Sergeant

O-6: Colonel

E-7: Master sergeant

E-8: Senior Master Sergeant

E-9: Chief Master Sergeant

### **Chain of Command**

**As of 22 Aug 17\***

**\*Cadets are responsible for updating their guide as changes are announced during class**

Commander-in-Chief: The Honorable Donald J. Trump

Vice President: The Honorable Mike R. Pence

Secretary of Defense: The Honorable James Mattis

Secretary of the Air Force: The Honorable Heather Wilson

Air Force Chief of Staff: General David L. Goldfein

Chief Master Sergeant of the Air Force: CMSgt Kaleth O. Wright

Director of AFJROTC: Colonel Bobby C. Woods Jr.

## AIR FORCE JROTC CREED

I am an Air Force Junior ROTC cadet

I am connected and faithful to every corps (*pronounced core*) of cadets who serve their nation and community 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 who 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.

## UNITED STATES AIR FORCE CORE VALUES

*“Integrity first, Service before self, and Excellence in all we do.”*

### Phonetic Alphabet

A - Alpha	N - November
B - Bravo	O - Oscar
C - Charlie	P - Papa
D - Delta	Q - Quebec
E - Echo	R - Romeo
F - Foxtrot	S - Sierra
G - Golf	T - Tango
H - Hotel	U - Uniform
I - India	V - Victor
J - Juliet	W - Whiskey
K - Kilo	X - X-ray
L - Lima	Y - Yankee
M - Mike	Z - Zulu

*“Integrity First, Service Before Self and Excellence in All We Do”*

### **First Verse of Air Force Song**

*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 heckuva roar!  
We live in fame, or go down in flame,  
Hey! Nothing'll stop the U.S. Air Force!*

*Air Force Birthday: September 18, 1947*

**\*\*THIS DOCUMENT IS ALSO LOCATED ON THE MI-20141 UNIT WEBPAGE:  
[HTTP://HOWELLAFJROTC.WEEBLY.COM](http://howellafjrotc.weebly.com)**

### Semester One Community Service Plan

How will YOU meet the community service requirement?

Below you will find a list of community service events that will take place throughout the course of this year. Note: these are events that have been already scheduled, **there will be many more community service opportunities available to cadets that do not appear on this list. This List is subject to change. See Official Calendar for latest information.**

EVENT DATE	EVENT NAME	NUMBER OF HOURS
9/23/17	MIRACLE LEAGUE OF PLYMOUTH	4
9/28/17	GLEANERS BAG FOLDING	1
9/30/17	ADOPT-A-HIGHWAY	2
10/4/17	GOODBYE LITTER	1
10/7/17	MIRACLE LEAGUE OF PLYMOUTH	4
10/19/17	GLEANERS BAG FOLDING	1
11/9/17	GLEANERS BAG FOLDING	1
11/13/17	GOODBYE LITTER	1
11/27/17	TREE DECORATING	1
11/30/17	GLEANERS BAG FOLDING	1
1/4/18	GLEANERS BAG FOLDING	1

PLANNED AMOUNT OF COMMUNITY SERVICE HOURS: \_\_\_\_/6 HOURS

#### ***EVENT DESCRIPTIONS:***

***Miracle League of Plymouth:*** Cadets will assist citizens with mental disabilities in a game of baseball/softball.

***Gleaners Bag Folding:*** Cadets will fold bags that will be sent out by Gleaners to be used at the food bank.

*“Integrity First, Service Before Self and Excellence in All We Do”*

**Goodbye Litter:** Cadets will help clean-up the outside of the school.  
**Tree Decorating:** Cadets will decorate the HHS AFJROTC Rec Center tree.  
**Adopt-a-Highway:** Cadets will clean-up the unit's stretch of the highway.

**\*\*ALL COMMUNITY SERVICE EVENTS ARE SUBJECT TO CHANGE\*\***

**PFT Goals**

How will YOU improve your PT Scores?

**SEMESTER ONE PT TEST:**

MILE RUN:

SHUTTLE RUN:

SIT-UPS:

V-SIT:

PULL-UPS:

FLEXED ARM HANG:

<b><u>PFT GOALS</u></b>	<b><u>HOW WILL YOU MEET YOUR GOALS?</u></b>
MILE RUN: _____ SHUTTLE RUN: _____ SIT-UPS: _____ V-SIT: _____ PULL-UPS: _____ FLEXED ARM HANG: _____	

**SEMESTER TWO PT TEST:**

MILE RUN:

SHUTTLE RUN:

SIT-UPS:

V-SIT:

PULL-UPS:

FLEXED ARM HANG:

## **NOTES**