

WHITNEY



WILDCATS
AFJROTC

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CHAPTER 1

AFJROTC BASICS

When you enter AFJROTC, you may experience "culture shock" as you go from the relatively relaxed environment of your other classes to the highly structured military atmosphere of Air Force Junior Reserve Officer Training Corps. The program is very demanding. The following chapters will explain what it's like to be a cadet in the Air Force Junior Reserve Officer Training Corps Program.

Rewards:



Most cadets who complete the program agree that it's often difficult, but very rewarding and a lot of fun. There's a special feeling about AFJROTC that doesn't fit a mold. Most cadets like it, but a few don't. Your attitude will determine your rewards. You will get out of it what you put into it.

Hard Work:



During your first year as a cadet, you should expect to be closely supervised, counseled, inspected, and instructed. Your opportunities in the program will be somewhat limited as you learn the important basic lessons. Your hard work during this first year in AFJROTC can set the stage for your future success in leadership positions. Every class will be crowded with activities to make the best use of available time.

High Standards:



As a cadet you'll have to abide by Air Force standards of professionalism, conduct, attitude and behavior. You'll have to march, stand at attention in the classroom, acknowledge higher-ranking cadets with respect and a proper salute or greeting, and abide by Air Force regulations.

Military training:



Make no mistake about it, Air Force Junior ROTC is definitely a military environment. Wearing a uniform is part of the Air Force Junior Reserve Officer Training Corps. You'll be required to have your hair cut to Air Force standards and you must continue to wear it within the standards while you're in the program.

Leadership:



You'll learn many things about Air Force leadership and management. You'll have assignments in life skills and citizenship training. You'll learn to utilize the leadership skills you will develop through various exercises and events.

Discipline:



Upper-class cadets, near your own age, will have the authority to instruct and correct you. You may get tired of being under their supervision, but it's necessary for you to experience the discipline of learning how to be a follower before you can learn how to become a leader.

Management:



You'll learn many things about Air Force leadership and management. You'll have assignments in life skills and citizenship training. You'll develop a strong sense of honor, ethics, heritage, and loyalty to your school, flight, cadet corps and the United States Air Force.

Organization:



We are organized like an active duty Air Force unit. Cadet officers hold leadership positions. They're assisted in the operation of the organization by other cadet officers, NCOs, and specialists. The cadet organization is commanded by a Group Commander (Colonel) and supervised by the SASI and ASI.

Integrity:



Integrity is absolutely paramount to good order and discipline. Breaches of integrity are not consistent with the "Cadet Code" nor the good practices of your community. As an AFJROTC cadet, your standards should be above reproach and your integrity unquestionable.

CHAPTER 2

MISSION, GOALS AND OBJECTIVES

“Why are we here and what is our goal?”

1. **MISSION:** “Develop citizens of character dedicated to serving their nation and community.”

The **GOALS** of the AFJROTC program are to:

- ❖ Instill in high school cadets the values of:
 - Citizenship
 - Service to the United States
 - Personal Responsibility
 - Sense of Accomplishment

2. **OBJECTIVES:** The Air Force Junior Reserve Officer Training Corps should develop:

- ❖ An appreciation for the basic elements of national security.
- ❖ Respect and understanding of the need for the constituted authority in a democratic society.
- ❖ Patriotism and an understanding of the personal obligation to contribute toward national security.
- ❖ Habits of orderliness and precision.
- ❖ A high degree of personal honor, self-reliance, and leadership.
- ❖ Knowledge of fundamental aerospace doctrine.
- ❖ Basic military skills.
- ❖ A knowledge of and an appreciation for the traditions of the United States Air Force.
- ❖ Will gain an understanding of the Core Values of the United States Air Force:

CHAPTER 3

ADMISSION, TRANSFER AND WITHDRAWAL

1. **ADMISSION** - To be eligible for membership in the AFJROTC program, a student must be:

- ◆ Enrolled in and attending a full time, regular course of instruction with the Rocklin Unified School District or officially enrolled at Victory High School.
- ◆ A citizen of the United States of America. Non-citizens may take the AFJROTC course of study, but will be classified as special students for reporting purposes only.

A letter from the Embassy or consulate, approving the foreign cadet participation is required.

- ◆ In the 9th grade or higher.
- ◆ Of good moral character.
- ◆ Accepted by the Aerospace Science Instructors with the approval of the principal

2. **TRANSFER** - Cadets from other JROTC units may enroll with full credit for training already received. A copy of their cadet record will be necessary to give full credit – cadets must obtain their own records from their previous unit/school.

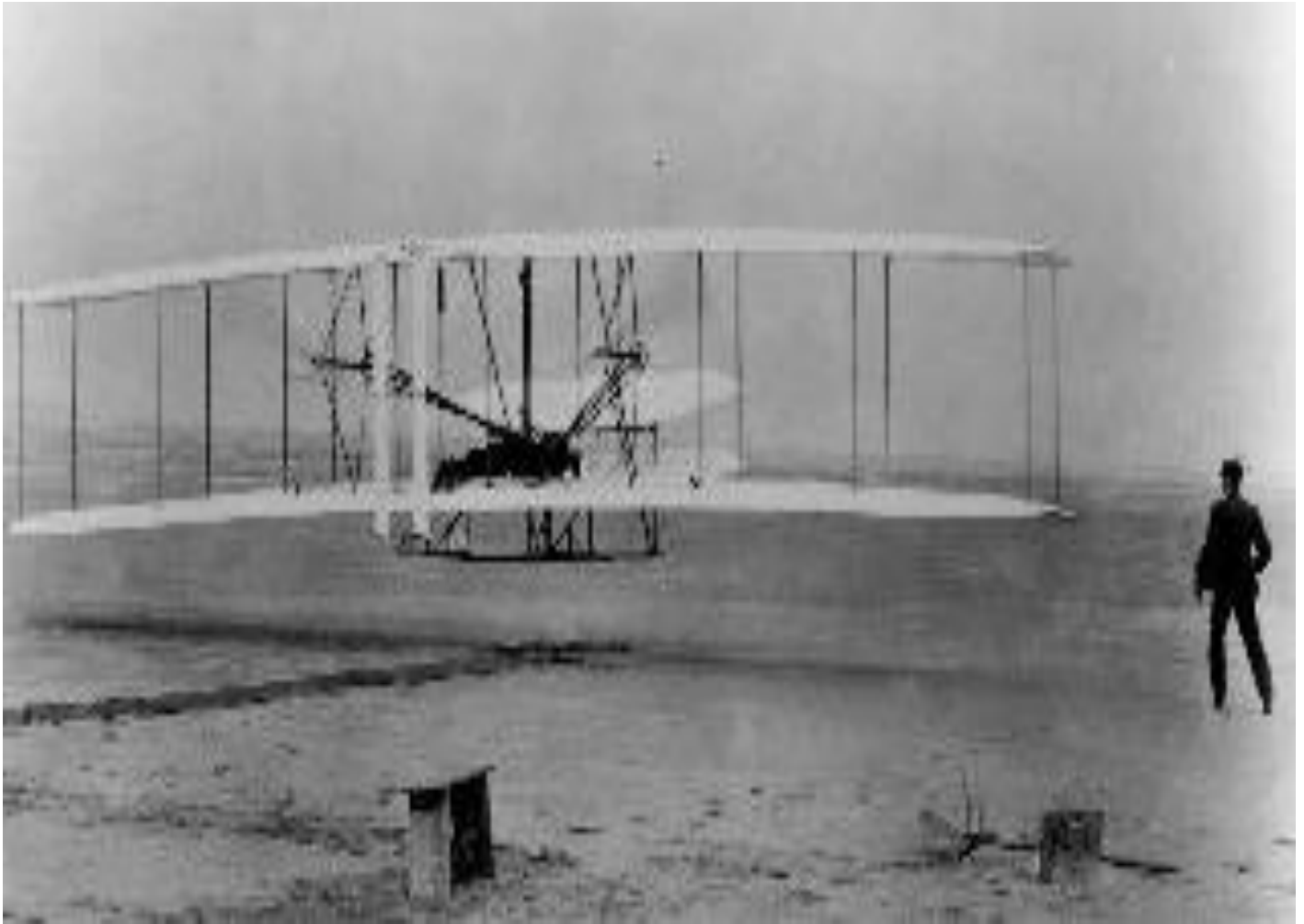
3. **WITHDRAWAL** - A cadet may be removed from the AFJROTC training program for any of the following reasons:

- ◆ Failure to maintain acceptable course standards (haircut, grooming, uniform wear, etc.)
- ◆ Ineptitude, indifference to training, disciplinary problems.
- ◆ Failure to remain enrolled at Whitney, Rocklin, or Victory High Schools.
- ◆ Individual's request for a course change.

4. **RESPONSIBILITY** - Each cadet must agree to abide by the rules and directives of the Aerospace Education Program and to accept responsibility for the proper care and maintenance of his/her uniform, textbooks, and other equipment entrusted to his/her care.

5. **RESERVE CADET STATUS** – A Reserve Cadet is a student who has completed two years of the AFJROTC Academic Program but is unable to participate in the academic program for the current year. Students meeting this criteria may participate in all CA-954 AFJROTC activities (community service, drill team, honor guard, NORCAL events, etc.). The cadet may receive a Certificate of Training for having successfully completed two years of the AFJROTC program but may not receive a Certificate of Completion as a result of Reserve duty.

Chapter 4



Aerospace Education Curriculum

CHAPTER 4

AEROSPACE EDUCATION CURRICULUM “What will I learn in JROTC?”

The AFJROTC curriculum consists of four Aerospace (AS) courses with each course normally covering a single school year, plus a Cadet Leadership Course (CLC). The courses are identified as AS-I, AS-II, AS-III, AS IV, and AS-V. Each AS course is comprised of 40% Aerospace Science, 40% Leadership Education and 20% for the Health and Wellness Program.

1. **AEROSPACE STUDIES I (AS-I)**: This is a history course designed to acquaint the student with the historical development of flight throughout the history of the United States and the role of military history. AS-I meets the WHS U.S. History Social Science Elective requirement for graduation (10 credits). The topics of this course are:

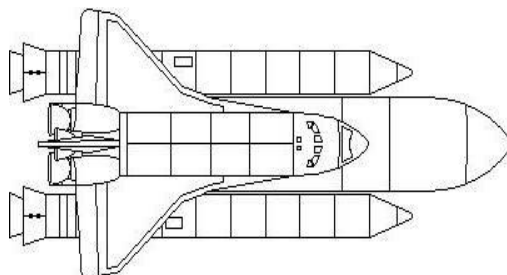
Aerospace Science I – A Journey into Aviation History

- Unit 1: Imagining Flight
- Unit 2: Exploring Flight
- Unit 3: Developing Flight
- Unit 4: Extending Flight



Leadership Education I - Citizenship, Character & Air Force Traditions

- JROTC Heritage, Organization and Traditions
- Study Skills and Time Management
- Individual Self-Control
- Drill and Ceremonies



2. **AEROSPACE STUDIES II (AS-II)**: This course studies our present military and civilian space systems and the aspects of space. Leadership Education promotes individual self-esteem and empowerment. The topics of this course are:

Aerospace Science II: Cultural Studies-An Introduction To Global Awareness

- Chapter 1: The Middle East
- Chapter 2: Asia
- Chapter 3: Africa
- Chapter 4: Russia and the Former Soviet Republics
- Chapter 5: Latin America
- Chapter 6: Europe

Leadership Education II - Communications Awareness and Leadership



- Effective Communication Skills
- Understanding Individual Behavior
- Understanding Group Behavior
- Basic Leadership Concepts
- “Unlocking Your Potential”

3. **AEROSPACE STUDIES (AS III)**: This is a science course designed to acquaint the student with the cultural developments throughout the global community. This course meets the WHS Science Elective requirement for graduation (maximum of 10 Science credits). The topics of this course are:

Aerospace Science III – Exploring Space

- Unit 1: Space Environment
- Unit 2: Exploring Space
- Unit 3: Manned and Unmanned Spaceflight
- Unit 4: Space Technology

***Note that the AS-II and AS-III courses swap every year**

Leadership Education III - Choosing your Path



- The Job Search
- Financial Planning
- Career Opportunities
- Drill & Ceremonies



4. **AEROSPACE STUDIES IV (AS IV)**: This course is limited to JROTC cadets in their senior year who have had the previous three years of instruction. The course integrates and applies all previous instruction to the operation of the cadet corps. Here the emphasis is on leadership and management concepts and techniques previously learned. The topics of this course are:

Aerospace Science IV:

Option 1. Management of the Cadet Corps



**Option 2. Honors Ground School – AS IV Honors
(Juniors and Seniors only)**



Option 3. Life after High School



- Choosing a Career
- Survival
- Policy and Organization



Leadership Education IV - Introduction to Management



- Management Decisions
- Management Functions
- Managing Self and Others

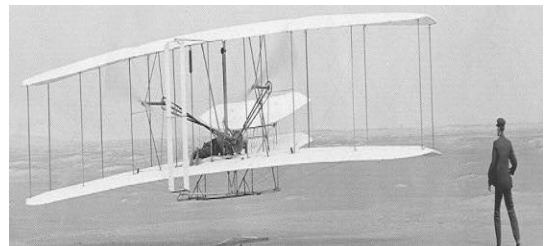
5. AEROSPACE STUDIES V – (AS V): Cadet Leadership Course (CLC).

This is a special summer course designed to introduce new students to the JROTC program and provide practical leadership, command and management training to returning cadets.

The topics of this course are:

Aerospace Science V:

- Aviation History
- Aviation Science
- Space Science
- Cadet Corps Management



Leadership Education V:

- Military Customs and Courtesies
- Drill and Ceremonies
- Physical Training (PT)
- Citizenship and Community Service
- Overview of Cadet Guide



6. **LEADERSHIP EDUCATION SPECIAL COURSE – Drill Only Class** – This is a dedicated course in advanced competitive drill (marching). Students are required to be physically fit, as each student will be actively performing drill sequences throughout the class period. Normally, three teams will be formed from enrolled students, consisting of an armed, unarmed and a color guard team. Cadets enrolling in this advanced course will represent their unit and WHS in drill competitions throughout the state. Advanced drill procedures will be taught from the current Air Force and Army drill manuals to ensure we continue to turn out the best drilling cadets in the area. Students enrolled in the Drill Only course will receive one year of Physical Education (PE) credit for the course.

NOTE: To be eligible to participate in the Drill Only course, cadets must be enrolled in another JROTC Aerospace/Leadership course and be selected by the SASI to participate in the drill class.

**AFJROTC GRADING CRITERIA
PERCENTAGE BREAKDOWN**

40% AEROSPACE SCIENCE (Academics)

10% - Homework, Regular Assignments, Research Papers, Projects, and Current Events.

30% - Specified Tests / Quizzes

40% LEADERSHIP

5% - Classroom Lessons and Assignments

35% - Uniform Wear, Grooming Standards, and Cadet General Knowledge

20% Health and Wellness Program

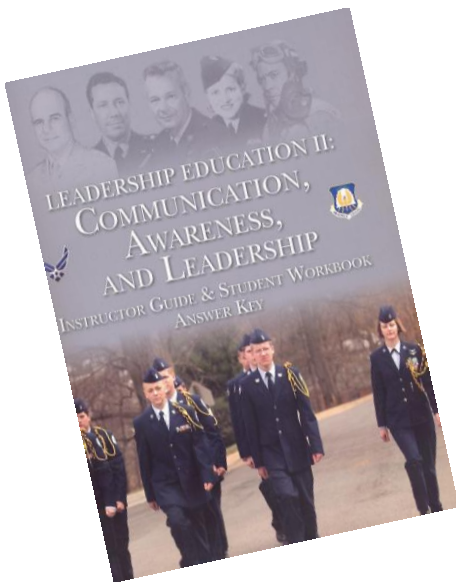
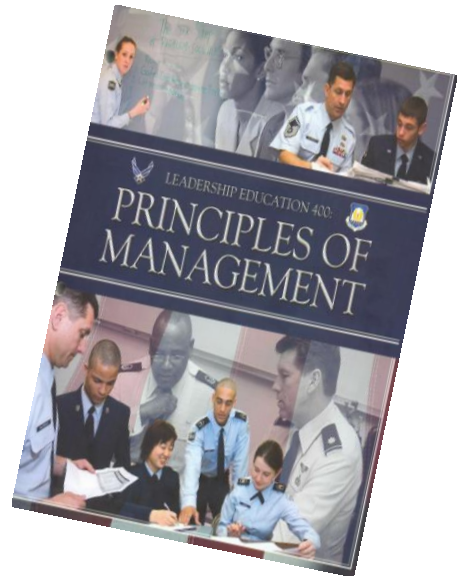
20% - Participation

PERCENTAGE POINTS VS. LETTER GRADES

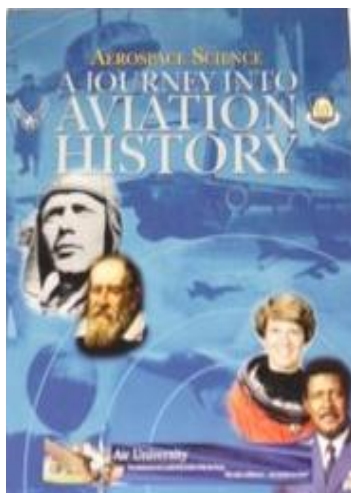
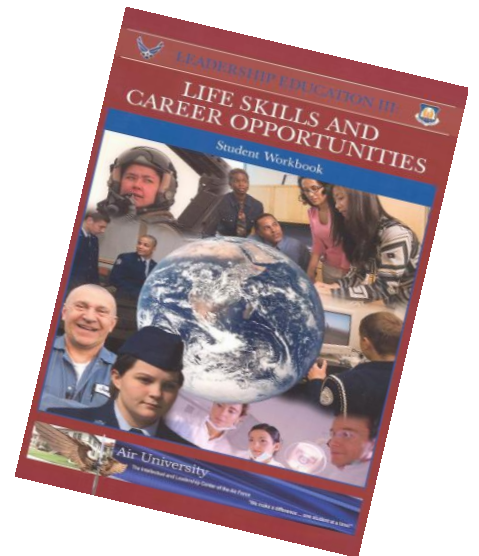
97.5% - 100%	=	A+
92.5% - 97.4%	=	A
90.0% - 92.4%	=	A-
87.5% - 89.9%	=	B+
82.5% - 87.4%	=	B
80.0% - 82.4%	=	B-
77.5% - 79.9%	=	C+
72.5% - 77.4%	=	C
70.0% - 72.4%	=	C -
69.9% and below	=	NO CREDIT



Chapter 5



Academics



CHAPTER 5

ACADEMICS

“How does all this work?”

1. The successful cadet is the individual who can be counted on, the “responsible one” to get the job done. In order to earn authority, a cadet must continuously exhibit personal accountability and responsibility. Cadet integrity is paramount.

2. **GRADES**: AFJROTC cadets are evaluated in three areas – *Leadership, Aerospace Science/Academics and Wellness Participation*. Leadership covers weekly uniform inspections and classroom assignments/ lessons. Academics cover tests and quizzes, homework, and classroom participation. Wellness Participation covers participation in fitness. The cadet’s academic, leadership and wellness grades are combined to provide an overall grade for report card purposes. Grading criteria percentage breakdown; point score and letter grade conversion charts are provided in this Cadet Guide.

EXTRA CREDIT PROJECTS!

- Each cadet is given the opportunity to work on an extra credit project of his or her own choosing, subject to the approval of the SASI/ASI. Due dates for completion of the projects will be as directed by the SASI/ASI.
- Extra credit projects **CAN NOT** be used to make up a uniform non-wear. Such deficiencies can only be made up by wear of the uniform on another class day if and only if it was an absence that prevented one from wearing the uniform that day.
- Satisfactory completion of projects can mean the difference between an A, B, C or No Credit (NC). Points are awarded in direct proportion to the effort expended and the quality of the project. The number of points awarded is at the discretion of the SASI/ASI.

5-1

- Listed below are some suggested projects. Projects may be accomplished individually or through each group effort. Cadets are encouraged to complete projects that they are interested in and enjoy.

➤ A project from Activities, Challenges, or Brain teasers at the end of each chapter about Journey into Aviation History, Science of Flight, or Exploring Space text books.

➤ Building and launching a rocket.

➤ Building a model airplane or a series of models.

➤ Conducting a demonstration or experiment in class related to the theories and principles of flight.

➤ Writing a paper on a person associated with Aerospace (Minimum of 500 words)

➤ Writing a report on a particular aircraft or rocket.

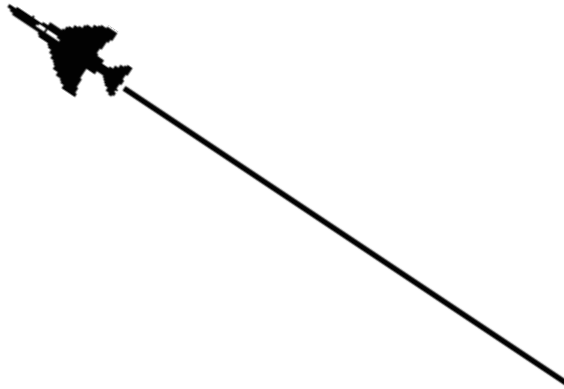
➤ Research and briefing on a job associated with aerospace. (Minimum of 500 words).

➤ Any other SASI approved project related to aerospace.

3. **BOOKS:** Cadets will be provided a textbook in class by their Logistics NCO. Cadets are fully responsible for all textbooks and workbooks. Writing in JROTC issued textbooks is forbidden and must be returned in good condition. If a book is lost or damaged beyond normal wear and tear, the cadet will be charged for it. All books are the property of the CA-954 and will be used primarily in the classroom.

4. **GROOMING STANDARDS:** Because all cadets wear the uniform, haircut and grooming standards will apply on all “LEADERSHIP DAYS” – also known as “uniform inspection day”.

5. **FIELD TRIPS:** Cadets are required to have a standard Rocklin Unified School District Field Trip Permission Form, signed by their individual parent or guardian (to include the medical / doctor information) and turned in to the instructor prior to any field trip. Other forms may be required, depending on the nature of the field trip. Failure to turn in the permission form (or other required form(s)) by the specified date will result in the cadet's removal from the trip roster. Field trips are normally taken on school days. Only those cadets who are in proper uniform and those who meet all standards for cleanliness and proper military grooming will be permitted to participate in the field trips.



CHAPTER 6

CONDUCT, CLASSROOM PROCEDURES, COURTESY, AND SALUTING

Conduct

Suitable conduct (consistent with RUSD and Whitney High School guidelines) will be observed by cadets at all times. Your behavior reflects directly on JROTC and the United States Air Force. Military deportment, (a trait similar to civilian courtesy), will also be observed at all times. Cadets will ***not***:

- Annoy or harass any other student with insulting, inflammatory, sexual, insinuating, defaming, or obscene remarks or gestures.
- Indulge in horseplay such as hitting, slapping, sparring, or wrestling that frequently develops into undesirable behavior patterns. Fighting will definitely not be tolerated.
- Use profane, vulgar or abusive language.
- HAZE. Hazing is the act of harassing an individual by extracting unnecessary or
- Disagreeable work, to harass by banter (teasing or joking), ridicule or criticize. Any type of physical or mental abuse will not be condoned.
- FRATINIZE - The dictionary defines fraternization as “the association with others in a friendly way.” However, within the Junior ROTC environment, it pertains to the public display of affection (PDA) (i.e. cuddling, embracing, kissing, etc.). While wearing the JROTC uniform, both on and off campus, close physical contact (including holding hands) and PDA between cadets is a violation of military traditions and will not be tolerated. Since all cadets must also comply with RUSD rules, there will be no PDA during class time or any JROTC activity, whether you are in or out of uniform.

CONDUCT, CLASSROOM PROCEDURES, COURTESY, AND SALUTING

CLASSROOM PROCEDURES

Promptness and disciplined behavior are objectives of JROTC. Accordingly:

- Cadets are expected to be **behind their desk at the position of parade rest** from the moment they enter until the sound of the “final” class bell.
- Students arriving after the “final” bell will be considered tardy. Tardiness is inappropriate behavior. When a cadet arrives late, they will stand at the back of the room until all activities already in progress are completed.
- Classroom instruction begins with the Flight Commander calling the entire room to “Attention”, face the flag, and executing the “Pledge of Allegiance”. The Flight Commander will then have the flight face forward and instruct the Flight Sergeant to execute “Roll Call”. Cadets present will respond using the phrase “**Here Sergeant**” when their name is called. After roll is taken, the Flight Commander will receive the attendance report from the Flight Sergeant. The Flight Sergeant will salute the Flight Commander and inform him / her of the flight’s status. The Flight Sergeant will seat the flight then inform cadets of posted information of upcoming cadet corps events. The Flight Commander will then render a salute to the instructor and inform him / her of the flight status.
- Any time you enter the class room you will remain at the position of parade rest behind your desk until given the command to take your seat
- When addressing instructors or other cadet officers during class, cadets will raise their hand while sitting at the position of attention prior to addressing the instructor or cadet officer.



- **HATS, FOOD, AND DRINKS:** The wear of hats is not authorized in the AFJROTC classroom. Food and drinks are not allowed in the classroom at any time. All drinks should be sealed and stored in the cadet's backpack.

6-2

-CA-954TH LOGISTICS SUPPLY ROOM: The logistics area/room is **OFF LIMITS** to all cadets with the exception of Logistics personnel. Permission must be obtained from the SASI or ASI to enter the area/room.

- **LOGISTICS SUPPLY ROOM:** A female cadet and male cadet may not be in the logistics room alone unless another female cadet is present **AT ALL TIMES. NO EXCEPTIONS TO THIS RULE.**
 - Ask permission to cross the pod, then enter logistics room, do not cross the blue line unless you have gained permission from the logistics officer or NCO.

DEMILITARIZED WEAPONS: Demilitarized Springfield weapons are for show, drill and ceremony only. They will **NOT** be taken off campus unless they are being used in a competitive event, color guard or other official activity supervised by the SASI/ASI. Weapons will **NOT** be taken home by cadets for practice. Any unauthorized activity with a weapon, whether in jest or not, will result in removal of the cadet(s) involved from the team they were participating in. **POINTING A WEAPON AT ANY PERSON WILL RESULT IN THE REMOVAL OF THE CADET INVOLVED FROM THE JROTC PROGRAM.**

CLASSROOM CONDUCT - Without instructor permission, the following types of behavior are prohibited while in the Junior ROTC classroom:

- Talking in class.
- Eating, drinking or chewing gum.
- Sleeping or resting their heads on their desks
- Reading and/or working on items other than JROTC materials.
- Wearing sunglasses or any type of head gear (hats, scarf, rags, etc.).
- Disturbing pictures or aircraft models.
- Leaving classroom without a pass.
- Any other type of disruptive behavior.

CONDUCT, CLASSROOM PROCEDURES, COURTESY, AND SALUTING

COURTESY

The use of courtesies is a military tradition practiced in JROTC.

Responding with a “yes / no sir / sergeant/Chief,” or “yes / no ma’am” when addressed by instructors is a courtesy that is always observed. Initially, you may find this funny or difficult; However; it is a trait you’ll come to learn and appreciate as you gain experience in the cadet corps and approach adult life. Any time the SASI/ ASI enter the classroom, the whole room is to be called to attention (unless one of them is already in the room).

THE SEVEN BASIC RESPONSES

NOTE: When an Officer, NCO, or cadre member addresses you, stand or sit at the position of Attention.

- **“Yes, Sir/Ma’am.”**
- **“No, Sir/Ma’am.”**
- **“No excuse Sir/Ma’am”**
- **“Sir/Ma’am, I do not know.”**
- **“Sir/ma’am, I do not understand.”**
- **“Sir/Ma’am, may I ask a question?”**
- **“Sir/Ma’am, may I make a statement?”**

When addressing officers orally, use their correct military title, such as “Captain” or “Major.” Colonels and Lieutenant Colonels will be addressed as **“Colonel.”** You may also use **“Sir”** or **“Ma’am”** depending upon the officer’s gender.

All Non-Commissioned Officers (NCO’s) are addressed by their full title, example **“Senior Master Sergeant Jones”**, **“Master Sergeant Smith”**, etc.... or **“Sergeant Jones”** with the exception of Chief Master Sergeants. Chief Master Sergeant are addressed as **“Chief Master Sergeant”** or **“Chief”**.

CONDUCT, CLASSROOM PROCEDURES, COURTESY, AND SALUTING

SALUTING

Saluting is another military custom and courtesy and is a form of greeting. Returning a salute constitutes an acknowledgment of mutual respect. Salute with pride!

When on the WHS campus, and in uniform the military “hand salute” will be exchanged between cadet officers, non-commissioned officers and airmen. The basic rule is that upon recognition, the “hand salute” is rendered to all officers when outdoors.



All cadets **will salute the Senior Aerospace Science Instructor (SASI)** and visiting officers from any military branch.

To salute properly: Following your gig line, smartly raise your right hand so that the tip of your middle finger touches the corner of the bill of your hat, the corner of your eyeglasses, or tip of your eyebrow. Your arm - from your shoulder to your elbow - should be parallel with the ground at a *natural* angle from your body. Your thumb and fingers should be extended and joined with a straight line between the tip of your middle finger and your elbow. Your posture should be erect and alert with your head and eyes turned toward the person being saluted. Hold your salute until it is returned and then return your hand smoothly and sharply to your side in one motion. Take care not to tilt your head toward your hand, slap your side, or having anything in your mouth or right hand when saluting.

When to salute: You will only salute while in an official AFJROTC uniform. This constitutes the full uniform with a hat and only when outdoors (with the exception of when you are

reporting in or receiving an award.) When in civilian clothing or indoors, you will only render a verbal greeting.

6-5

Your guide for saluting should be both recognition and distance. Once you recognize an officer, it is appropriate to salute at a distance at which recognition is easy, normally six to twelve paces. You want to offer your salute early enough to allow the officer time to both return it and extend a verbal greeting before you pass. If you are with a group not in formation and you are the first to see an officer approach, call the group to attention and salute for the group.

If you are in a group of cadets that are walking together in the same direction but not in formation, salute any passing officer in unison. This is called “grouping the salute” and permits the officer to return all salutes at once. If an officer approaches you to engage in conversation, salute at both the beginning and end of the conversation. Should you encounter an officer while at double-time (running), slow your pace to quick-time (walking), render a salute, and then resume your pace. When over-taking an officer, extend a salute when abreast the senior (on his/her left) and ask, “By your leave, Sir/Ma’am?” If you are in a group that is drilling or engaged in athletics, do not call the group to attention for an officer.

When in formation, such as a flight, the flight commander is responsible for rendering any salutes. There will be occasions when you are in the company of one officer and a second officer approaches. The saluting requirement varies; therefore, adhere to the following guidelines:

1. If you are in the company of a junior officer and a senior officer approaches, tactfully ensure that the junior is aware of the senior’s approach. When the junior officer salutes the senior officer, salute at the same time, making sure to hold your salute the longest.

2. If you are in the company of a senior officer and a junior officer approaches, salute the junior officer first and hold your salute until after both officers have dropped theirs.

Salute with Pride!!

6-6

CHAPTER 7

CO-CURRICULAR

EXTRA-CURRICULAR AND CLUB ACTIVITIES

(Is there fun stuff to do?)

1. These activities add interest and encourage ***“Esprit de Corps”*** and ***“FUN”*** and “Team Building” opportunities for cadets throughout the entire year!
2. All cadets are encouraged to participate in as many events as they like throughout the year. Participation is **NOT** mandatory but **highly recommended!!**
3. The following activities listed below are presently offered throughout the year. If sufficient interest is generated in other areas and cadets wish to start an activity or club, a request to the cadet staff can be submitted for consideration.

Color Guard: This elite team has the honor of presenting or posting the national colors and state flags at important school and community events. (Football, Basketball, Baseball, School Board Meetings, or Patriot Day). This activity may also include high level dignitaries within the community (i.e. Mayor of Rocklin etc...) . Cadets can earn the highly sought after Color Guard Ribbon through their participation on this elite team.

Drill Teams: A great deal of practice, dedication and hard work is required to participate in this elite activity. The CA-954th Cadet Group drill team is well known throughout Northern California as being the “TEAM to BEAT”! Learning the drill and manual of arms manuals, teamwork and the desire to be the best are attributes required to join this elite team. The CA-954th Drill Team represents the corps of

cadets, WHS and the city of Rocklin in major drill competitions throughout Northern California. Cadets can earn the coveted Special Teams Competition and Drill Team Ribbon awards through their participation on this team.

7-1

Model Rocketry: Cadets can earn their “Rocketry Badge” through participation in the Rocketry Club. Cadets will learn basic facts about rocketry history, aerodynamics, US space program and safety. After completing the required number of rocket launches, cadets will earn their badges.

National Kitty Hawk Air Society: This is a nationally recognized “Cadet Honor Society”; Members of this group meet typically meet on days specified by the Kitty Hawk Commander. (normally twice a month to plan and schedule activities) Once the commander has certified all qualification requirements have been met by each member, they will be awarded their Kitty Hawk Badges and a distinctive cord identifying them as members of the society.

4. **EXTRA-CURRICULAR ACTIVITIES:** Additional satisfying activities offered by local NORCAL JROTC units are held throughout the year. These activities include but are not limited to:

- Softball Tournament
- Basketball Tournament
- Bowling and Chess Tournament
- Ultimate Frisbee Challenge
- Volleyball Tournament
- Fun Olympics (fun day)
- Local Volunteer Opportunities

Participation in these activities can qualify cadets for their Activity Ribbon or the Community Service Ribbon or the Co-Curricular Activities Leadership Ribbon if you are chosen to captain one of the above teams.

**CA-954TH CADET GROUP
ACADEMIC ELIGIBILITY CRITERIA**

ACADEMIC ELIGIBILITY FOR ALL DRILL TEAM / COLOR GUARD, NORCAL OR COMMUNITY SERVICES WILL MEET THE SAME REQUIREMENTS AS THE WHS ATHLETIC TEAM PROGRAM.

☛ Standards for ***INCOMING FRESHMEN*** – must have a 2.0 GPA on their last 8th Grade report card. Students entering WHS with less than a 2.0 GPA may practice but not compete until the fourth Friday of the school year, when a “***Progress Grade***” will be recorded on their official record. If the GPA is below a 2.0, the cadet may be removed from the team.

☛ Standards for ***RETURNING UPPERCLASSMEN*** – must have a 2.0 GPA with no more than one NM or NC in the most current report. Any cadets GPA that falls below a 2.0 GPA at any reporting period (quarter or semester) will become ineligible to compete in any drill meet / or Extra Curricular activity but will be allowed to practice, when possible, and subject to the conditions in the following paragraph. Once the cadet has met the minimum standards, full participation will be granted.

☛ **Due to the Nature of Drill Team / Color Guard Competition** - A cadet who is ineligible to compete due to a report card (quarter or semester) will be allowed two weeks to correct

the disqualifying grade(s). After that, the cadet will be dropped from the team so that a replacement can be trained in time for the competition.

7-3

Chapter 8



Uniform Standards

CHAPTER 8 UNIFORM STANDARDS

“How do I wear my uniform, what’s this all about?”

1. **UNIFORMS**: Each CA-954th cadet is issued a complete AFJROTC uniform at no cost to him / her. A \$15.00 fee may be collected to defray maintenance and laundering costs if required. AFJROTC directives require cadets to wear their uniform at least once a week. The uniform will be worn for the entire school day (physical education or after-school activities are not included). Wear of the uniform accounts for **35%** of the Leadership Education grade for each cadet. Throughout the year cadre members will direct the weekly wear of various combinations of the uniform based upon the weather, and as prescribed by the SASI / ASI. Wearing the incorrect uniform combination is treated as a “**NON-DRESS**”; the cadet will receive a **ZERO** for a grade.

IT IS THE PERSONAL RESPONSIBILITY OF EACH CADET TO ENSURE THAT THEIR UNIFORM IS AVAILABLE FOR WEAR AND WORN ON ALL SCHEDULED “LEADERSHIP DAYS”. UNIFORM OF THE WEEK INFORMATION IS PROMINENTLY POSTED IN THE GROUP!!

2. The most commonly worn uniform will consist of the short sleeve blue shirt / blouse and trousers / slacks. All insignias, nametag, and ribbons will be worn and properly placed on the shirt / blouse. Males and females will tuck the shirttail in the trousers / slacks. When instructed, a tie / tab will be worn with the uniform. Military creases are not authorized on the Air Force uniform.

3. The uniform is Air Force property and it is the cadet’s responsibility to care for the uniform

throughout the school year. If a cadet is not returning to the program for any reason, the complete uniform (*except*: shoes, socks, name tag, ribbons, and hat) must be returned. Uniform items must be “Professionally Dry-Cleaned” **prior to turn in.**

DRY CLEAN

MACHINE WASH

POLISH / SHINE

Trousers	Black Socks	Name Tag
Flight Cap	V-Neck T Shirt	Belt Buckle
Windbreaker	Light Blue Shirt / Blouse	Black Shoes
Service Dress Coat		Hat Brass / Insignia

Cadets are responsible for upkeep of their uniform throughout the school year. It must be kept in a serviceable condition and laundered or dry cleaned when required.

8-1

4. DAMAGED / LOST UNIFORM ITEMS - Cadets are held financially responsible for lost / damaged uniform items and for uniforms soiled beyond repair. Items “**worn out**” or “**grown out of**” will be reissued to cadets at no cost. To alleviate another cadet from mistaking their uniform items for yours, **it is advisable for cadets to mark their uniform items with a temporary identification (e.g. tape with name) inside their uniform items.** Uniform items found on campus by WHS faculty, staff, or students are normally returned to cadre members or the SASI / ASI. Flight caps are the most commonly misplaced uniform items by far. Replacement cost is approx. \$7 – 10 depending on gender. Replacement costs are posted in the JROTC classroom.

Cadets are required to pay for all lost or damaged uniform items not turned in at the end of the school year. Cadets having outstanding uniform items will be placed on the schools “**Administrative Hold Listing**” for outstanding school debts. Until uniform items are returned or paid for, cadets will not receive grades, transcripts, class schedules, register for team sports or receive diplomas.

5. It is important that cadets maintain a high standard of personal appearance. The key elements for proper uniform wear are **neatness, cleanliness, safety and military image.** This chapter is intended to present important information on the **what, how, why and where** of uniform wear and personal appearance while a cadet in the Whitney High School Air Force Junior ROTC program.

6. When people think of military service, the first image likely to flash into their minds is a person in uniform. The military uniform is the public symbol of the nation's defense forces. It represents a long and honorable tradition of devotion to duty in the service of one's country. Thus, it is something more than simple clothing. It should be worn properly and, equally important, it should be worn proudly.

7. Air Force JROTC directives on uniform wear are based on Air Force Instruction **(AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel***. and Air Force Officer Accession and Training Schools Instruction (AFOATSI) **36-2001, *AFJROTC Officer Training Corps***, which prescribes proper wear of the Air Force Junior ROTC cadet uniform and insignia.

8-2

8. A cadet's responsibility in regards to the uniform is comparable to that of the active duty member. AFJROTC places great emphasis on this matter throughout its entire program. Cadets represent the cadet corps and WHS during indoor and outdoor training periods, cadet off-campus functions where the uniform is worn, and during base visitations. How the uniform is worn subjects the cadet, the cadet corps, the school and the Air Force to praise or criticism from fellow cadets, fellow students, the community and society at large.

9. **All AFJROTC cadets are required to wear their uniforms and be inspected once each week. Uniforms are to be worn all day** with the exception of Physical Education classes, or recruiting trips not falling on leadership days. During shop, lab, art or other classes where the uniform might become soiled or damaged, cadets may wear protective clothing over the uniform (example: apron, smock, overalls, etc...). If a cadet rides the bus, drives or walks home, they **MUST** wear their uniform properly.

10. **Leadership Day** – Every **WEDNESDAY** and **THURSDAY** are uniform days. Each cadet will be graded on their uniform each week. Your grade can range from 0 to 100 points, or 0 to 110 if you are an AS-1, and will be recorded on your flight's Personnel Inspection Form. At times, due to certain school events or other circumstances, the SASI or ASI may designate another day during the week as Leadership Day. Periodically the SASI may also cancel the uniform wear requirement for a week when student body activities occur on a daily basis such as Spirit Week. Each cadet is responsible for knowing which day has been designated his / her Leadership Day. Scheduled Leadership Days are posted weekly in the JROTC

classroom. Cadets will check with their Element Leader, Flight Sergeant, Flight Commander or the First Sergeant if they have questions.

11. Personnel inspections are not excused by absence from class or school. Cadets who don't participate in weekly uniform wear and inspections **will not pass the course without accomplishing the uniform/inspection requirement.** The following rules apply to those cadets who **do not wear** their uniform on the designated leadership dates:

8-3

Scenario #1 - CADET IS PRESENT, BUT NOT IN UNIFORM

Cadets deliberately not wearing the uniform may be referred to the Assistant Principal's office for administrative action / detention. The cadet must schedule a make-up day with the SASI / ASI **prior to the next Leadership Day**. On the make-up day, the uniform must be worn the entire class day (except in PE classes or after school activities). The cadet will be inspected during his / her scheduled JROTC class period, or anytime if the class does not meet on that day.

To get credit for a uniform wear "make-up", cadets must be inspected by any officer or flight sergeant. Failure to make up a uniform inspection prior to the next Leadership Day will result in a grade of Zero (0%) for the original inspection. Make-up grades will be no greater than 70%.

Scenario #2 - CADET IS ABSENT, ABSENCE IS EXCUSED

Upon return to school, the cadet must contact the SAS / ASI to schedule the make-up day for each inspection missed. On scheduled make-up days the uniform will be worn the entire class day (except for PE or after-school activities). The cadet will be inspected during his/her scheduled JROTC class, or anytime if the JROTC class doesn't meet that day. Failure to make up any uniform inspection will

result in a grade of zero (0%) for that inspection. Make-up will be to 100% maximum.

Scenario #3 - CADET IS ABSENT, ABSENCE IS UNEXCUSED

The cadet will receive a grade of zero (0%) for the inspection.

8-4

12. CARE OF THE AIR FORCE UNIFORM: The uniform is comparable to any civilian suit of clothes and should be cared for as such. Cadets must assure that the uniform is kept in good and clean condition. This will require laundering and ironing of some items, and dry cleaning of others. A good, basic rule of thumb is to launder shirts and socks in standard clothing detergent and dry-clean everything else. A good “rule of thumb” is to dry clean anything that is dark blue. If the uniform is kept hung up when not worn, it will last longer and earn the cadet better grades at inspection time. Shirts and socks should be washed after each wear; however it is not necessary to dry-clean the uniform after every wear. If you take care of your uniform in-between wears, dry-cleaning every third or fourth time worn should be sufficient. Uniform shoes are standard, Government Issue (GI), high-quality, black leather oxfords. They should be kept clean, polished, brushed and buffed with standard black shoe polish. Cadet flights share costs for a shoe maintenance kit, which is kept in the classroom.

13. USE OF MILITARY CLOTHING SALES STORES: Cadets are permitted to shop in Military Clothing Sales Stores on local bases, but should check with the SASI/ASI before buying items that are not issued (e.g. patent leather shoes, gloves, long-sleeved shirts) to determine if they are authorized for cadet wear. Keep in mind that access / entry to bases are currently severely restricted – check with SASI/ASI first.

14. AUTHORIZED UNIFORM COMBINATIONS: *The uniform is either worn as a complete authorized combination, or none of it is worn.* Air Force uniform items are

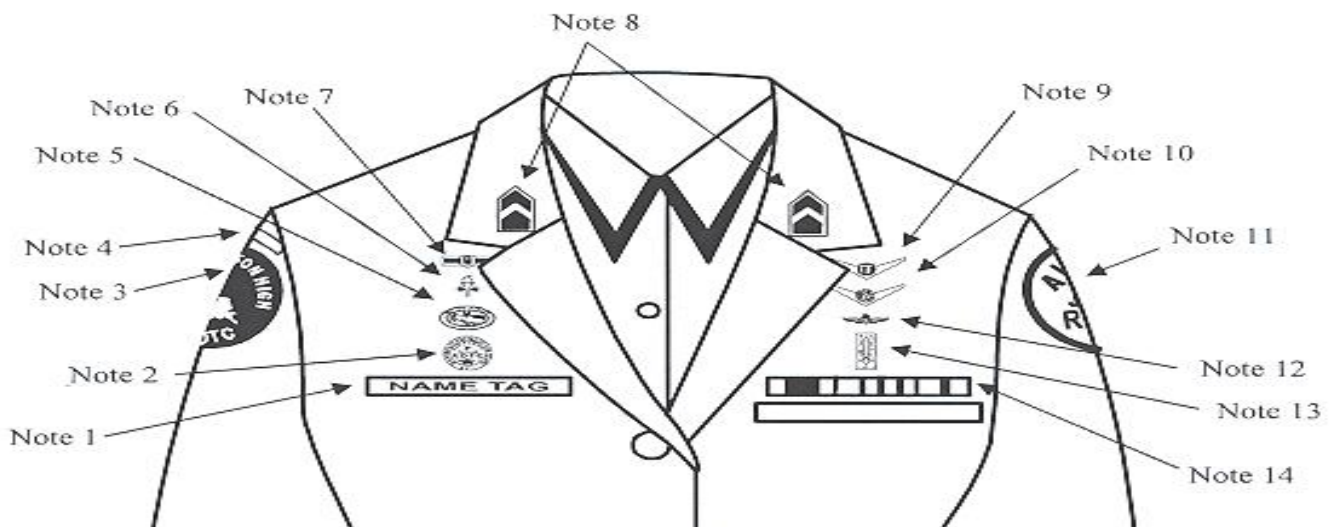
authorized to be worn only in certain combinations and circumstances. The following guidance pertains to items issued to CA-954 cadets.

8-5

SERVICE DRESS COAT --The service dress coat is worn only over a buttoned shirt with tie (males) or tab (females). The jacket is **always** worn completely buttoned. All authorized insignias must be worn at all times.

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.

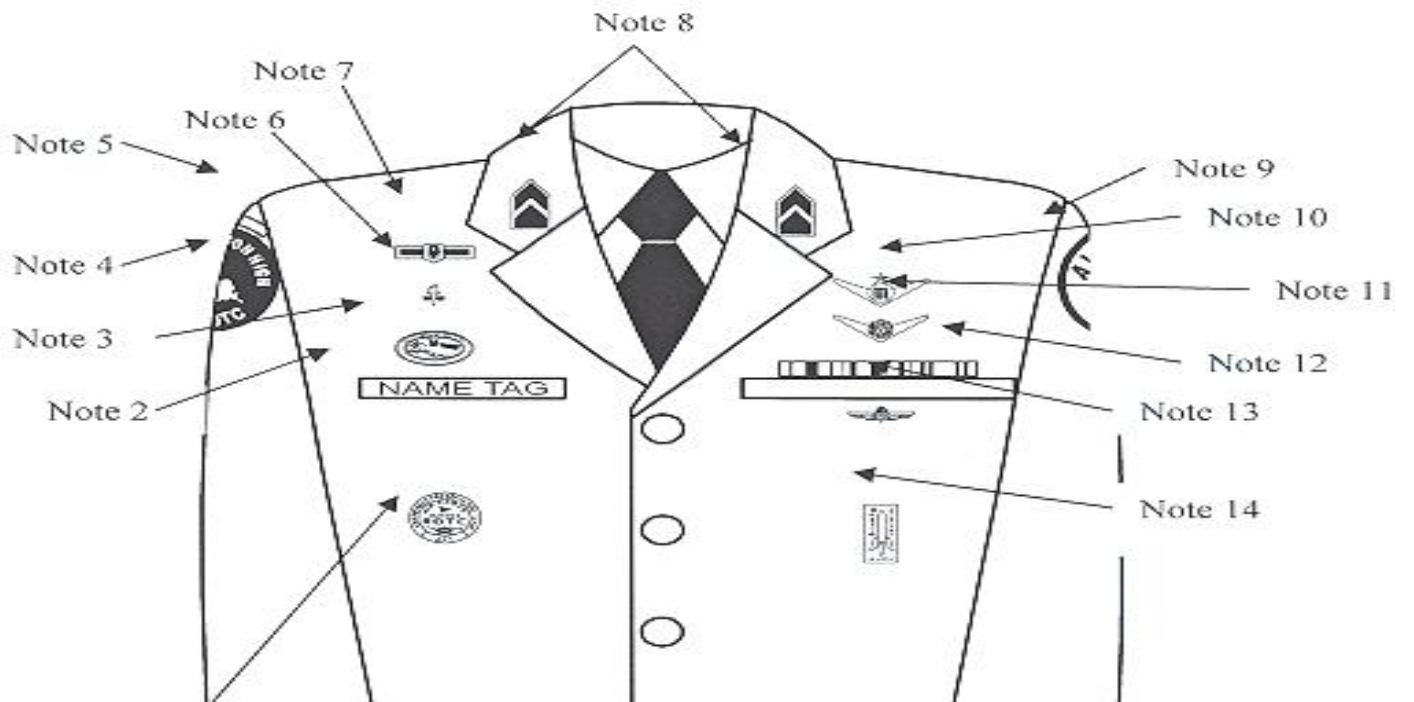


1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder 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.

16. Medals will be worn directly beneath the left pocket, and centered on the middle of the pocket
8-6

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.

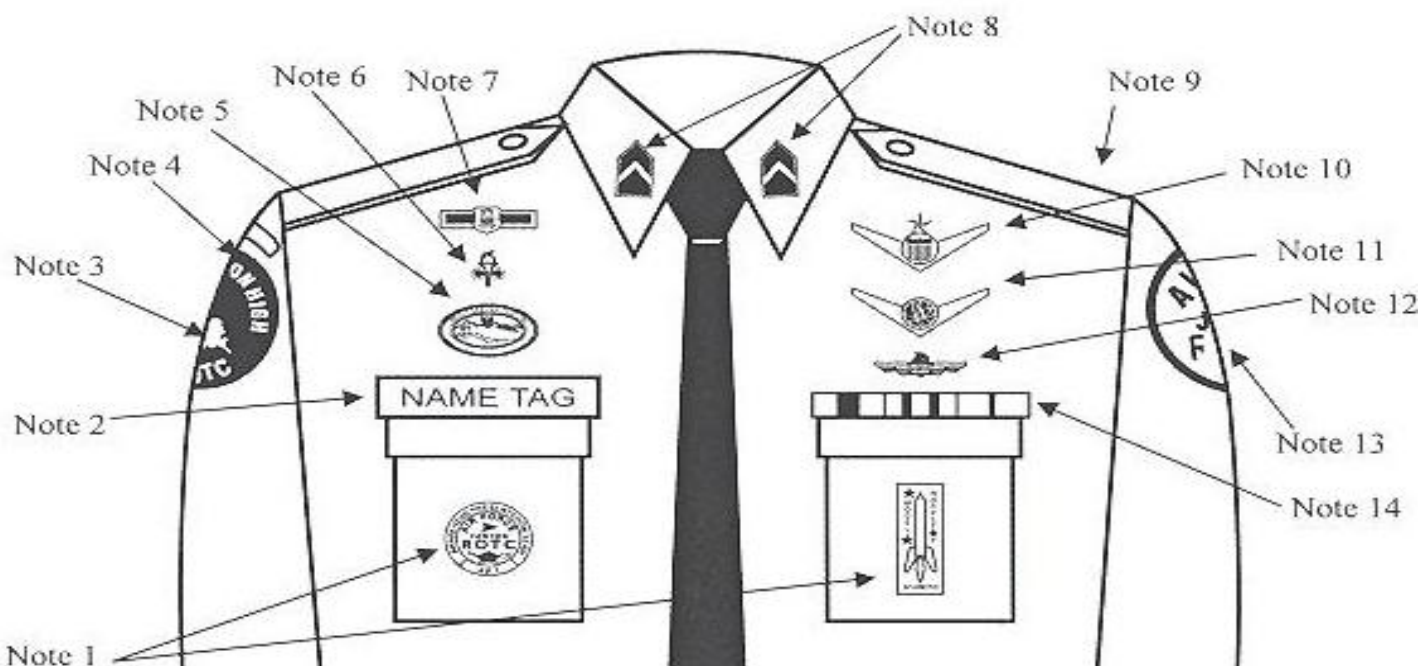


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed 1/2 to 1 inch below shoulder seam and centered.
5. Shoulder 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.

16. Medals will be worn directly beneath the left pocket, and centered on the middle of the pocket
8-7

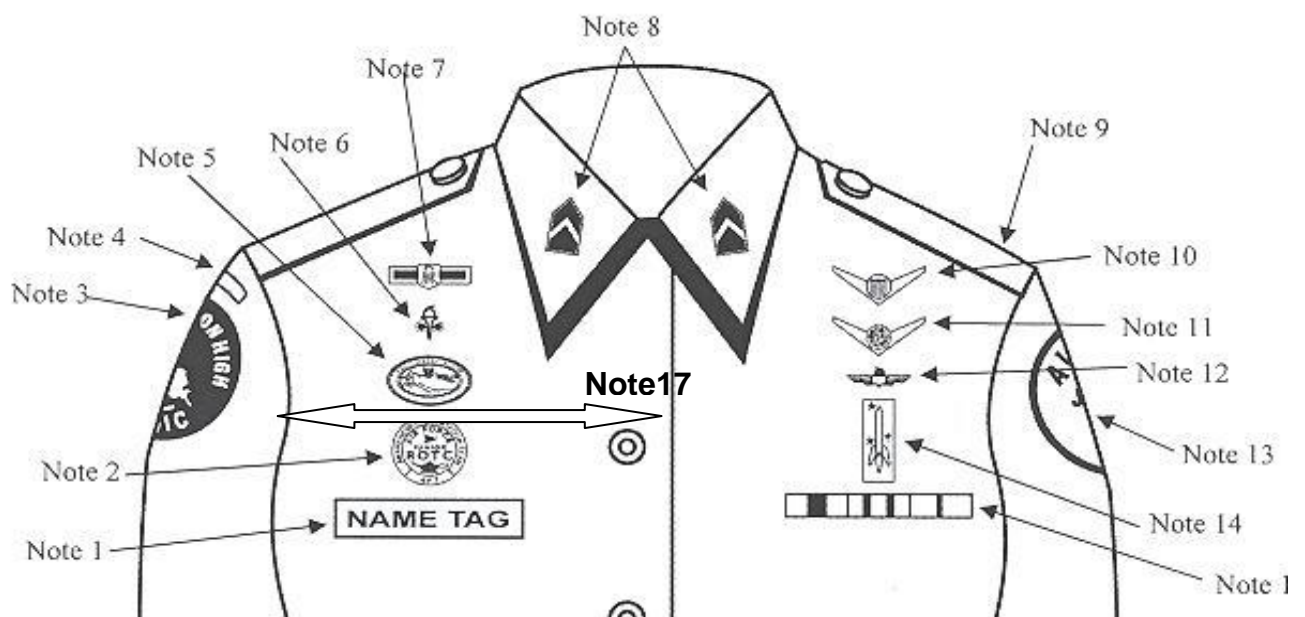
BLUE, SHORT-SLEEVED SHIRT - The Air Force blue shirt is worn either (1.) open collared, with the top button (**only**) open, or (2.) buttoned completely up with an issued necktie (males) or tab (females). All authorized insignia must be worn at all times.

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.

CADET FEMALE BLUE SHIRT



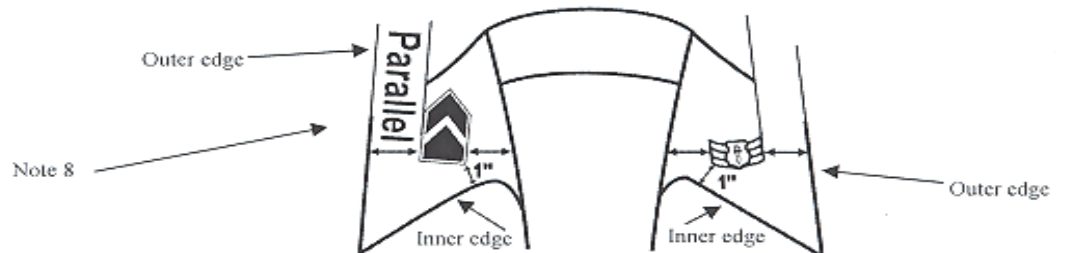
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder 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

Note17 – When no badges have been earned, the nametag will be centered between the right sleeve seam and inside blouse edge. The nametag should be placed even with the second shirt button from the top. The same criteria should be used when placing ribbons except on the left side of the shirt.

8-9

LIGHTWEIGHT BLUE JACKET (WINDBREAKER) - The windbreaker is worn over either an open-collared blue shirt or a shirt-and-tie combination. ***It is always worn zipped, and the zipper should be closed approximately 2/3rds up the front or aligned with the Air Force lettering.***

CADET LIGHTWEIGHT BLUE JACKET



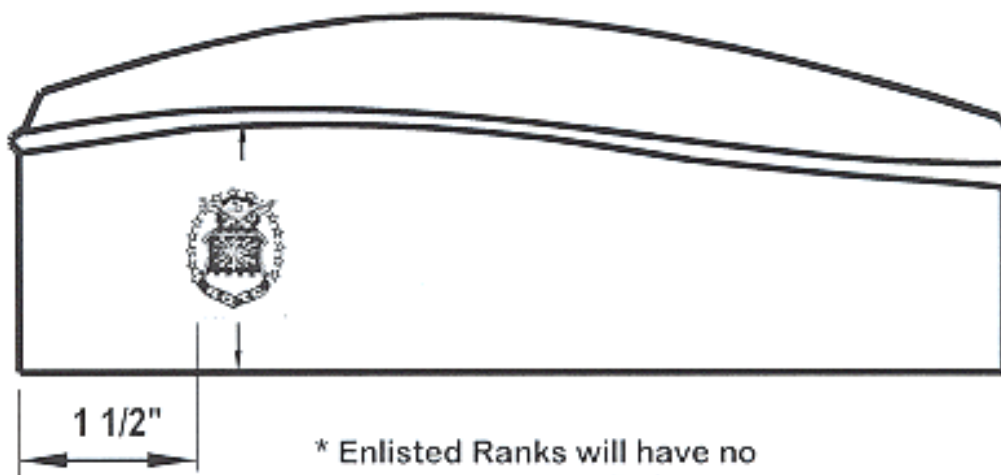
1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below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

8-10

FLIGHT CAP--The flight cap is always worn with the uniform when outdoors for INSPECTION only. The flight cap should have the name of the cadet inside. The main **WHS campus** has been designated as a "**HAT-SALUTE**" area. All areas of the campus excluding the immediate surroundings of the cafeteria during lunch hours

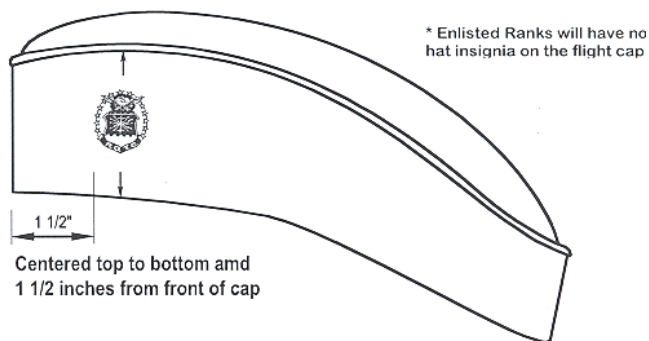
require a cap to be worn. If a cadet is **OFF CAMPUS** they are still required to wear their hat and render the appropriate military courtesies to all cadet corps and active duty officers. (Verbal greeting and military hand salute)

Male Flight Cap



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

Female Flight Cap



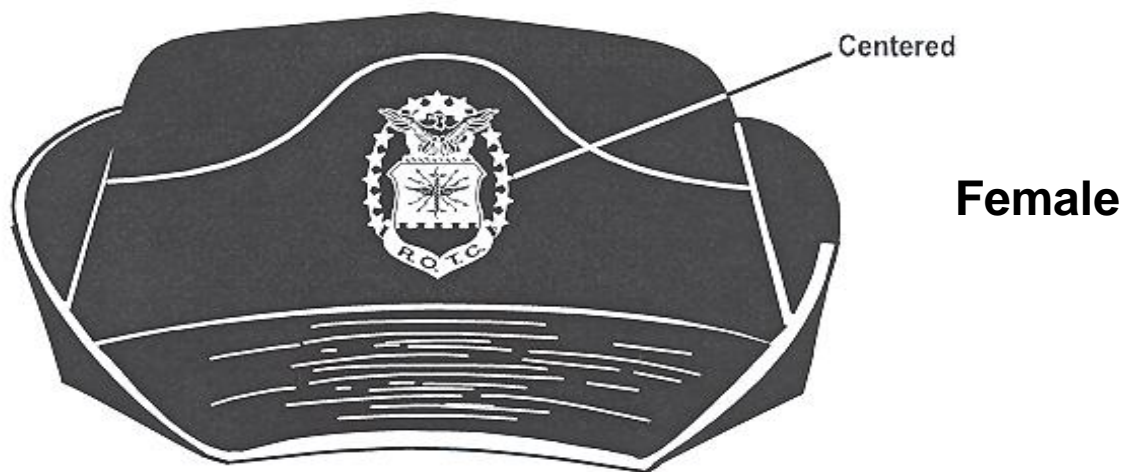
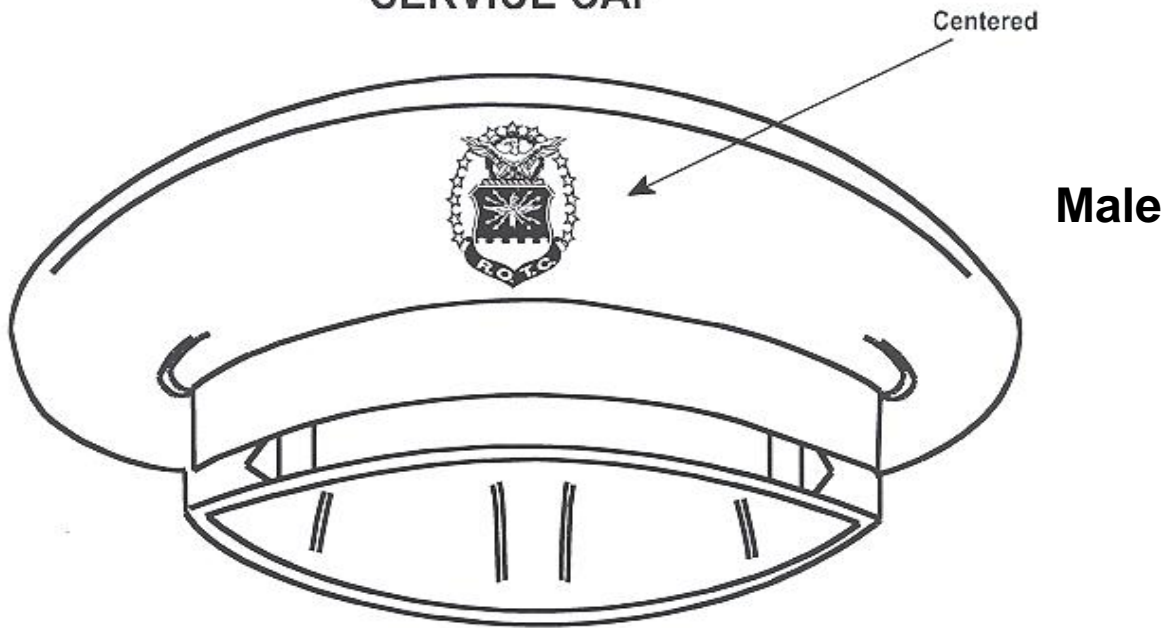
Centered top to bottom and
1 1/2 inches from front of cap

Officers wear hat insignia with stars

8-11

Service Caps – Cadet service caps are optional wear uniform items purchased at the expense of the cadet. Wear of the service cap will be by direction of the SASI or the ASI only.

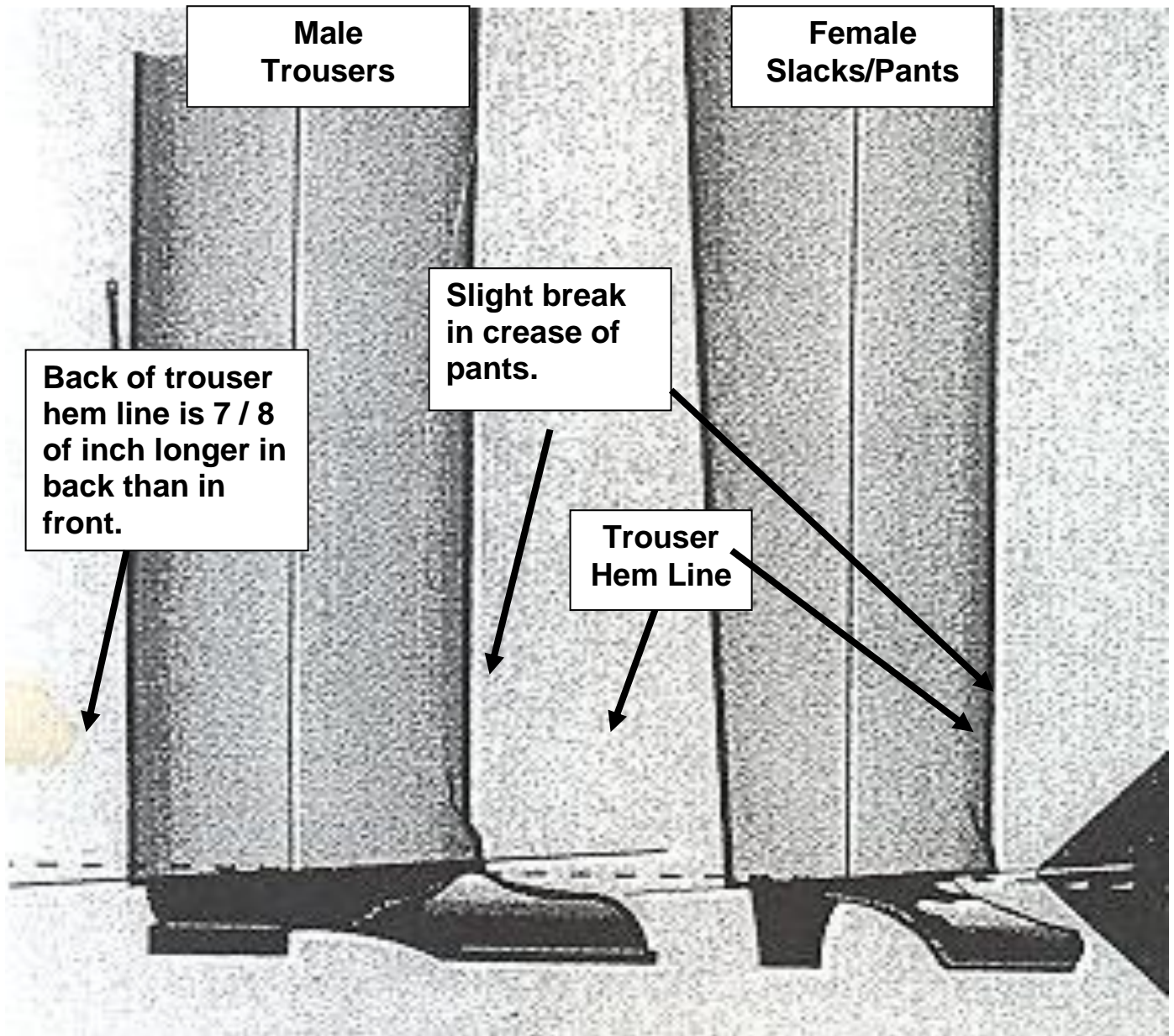
SERVICE CAP



Officer and enlisted insignias are worn centered on the front of the cap.

8-12

TROUSERS - Trousers are never worn without an issued belt. They are tailored to be worn above the hips--not hung on them or hanging below them.



The bottom of the trousers/slacks will rest on the front of the shoes with a slight break in the crease. The back of the trousers / slacks will extend approximately 7/8 of an inch longer than in the front.

Men's and Women's Trousers Alteration Requirements.

8-13

NAME TAG – New cadets will be issued two of their initial blue nametags at no cost. The SASI / ASI have the name, phone number and locations of a local vendor where

you can order and replace scratched, lost or damaged nametags at very little expense to you. Name tags are worn without scratches or smudges.

UPPER BODY UNDERGARMENTS - Air Force regulations require the wearing of plain, white undergarments under the blue shirt. No part of the undergarment may show at the neck area when the blue shirt collar is unbuttoned (Open collar). Undershirts must be a “**V-neck**” or sleeveless, athletic-style, (tank-top) shirts to comply with this requirement. **UNDERGARMENTS MUST BE PLAIN WHITE-- WITHOUT WRITING OR PICTURES, AS THEY CAN BE SEEN THROUGH THE UNIFORM SHIRT.**

BLACK SOCKS – Every cadet is issued two pairs of black socks during uniform issue. Replacement socks may be purchased at any retail store in the area, please note they **MUST** be plain black socks with no decorations. Socks are **NOT** available for purchase at school!

SHOES--AFJROTC cadets will wear only issued black, plain, laced shoes with the Air Force uniform. Shoes must be clean and shined to a high gloss. The only other exception is if patent leather shoes have been prescribed as a “**Drill Team Requirement**”. **Then and only then** will they be worn by AS-1s and AS-2s

SHOULDER CORDS – Cadets are authorized to wear one distinctive cord on the left shoulder of their uniform. ***The cord is only worn on the short sleeved light blue shirt or the service dress coat.*** Cords should be pinned to the shoulder with the pin beneath the cord.

8-14

15. PERSONAL GROOMING: The following USAF grooming standards are required of cadets during Leadership Day inspections, **and at any time the uniform is worn.** Normally, Northern California High School JROTC (NORCAL) competitive events are also preceded by

personnel inspections. Cadets out of required limits at these inspections will be required to fix their infractions or not be allowed to compete. **NOTE: Local grooming standards will be established by the SASI and cadet cadre for AS-1 T-Shirt wearing cadets.**

PERSONAL GROOMING STANDARDS “The Rules”

Males (M) / Females (F)	WILL BE/HAVE	WILL NOT
Beards (M)		be worn except for health reasons and a written request by his physician
Cosmetics (F)	conservative and in good taste	
Hair, Overall Standard (M / F)	Clean well-groomed and neat. If dyed, will look natural	Contain excessive amount of grooming aids. Male - Hair will not touch eye-brows when groomed or protrude below the front band of properly worn headgear. Female - Hair may be visible in front of the women’s flight cap.
Hair Style (M)	A tapered appearance on both sides and back, both with and without headgear. <i>A tapered appearance is one that when viewed from any angle outlines the individual’s hair so that it conforms to the shape of the head, curving inward to the natural termination point.</i> Block cut permitted with tapered appearance.	Be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Will not touch the ears and only closely cut or shaved, hair on the back of the neck may touch the collar. Will not exceed 1¼ inch in bulk, regardless of length and not exceed 1/4inch at the natural termination point. Will not contain or have visible foreign items attached to it.
Mustache (M)		Extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth. <i>(this does not apply to individuals with shaving waivers)</i>

PERSONAL GROOMING STANDARDS “The Rules”

THE UNITED STATES AIR FORCE UNIFORM WILL NOT BE WORN IN ANY

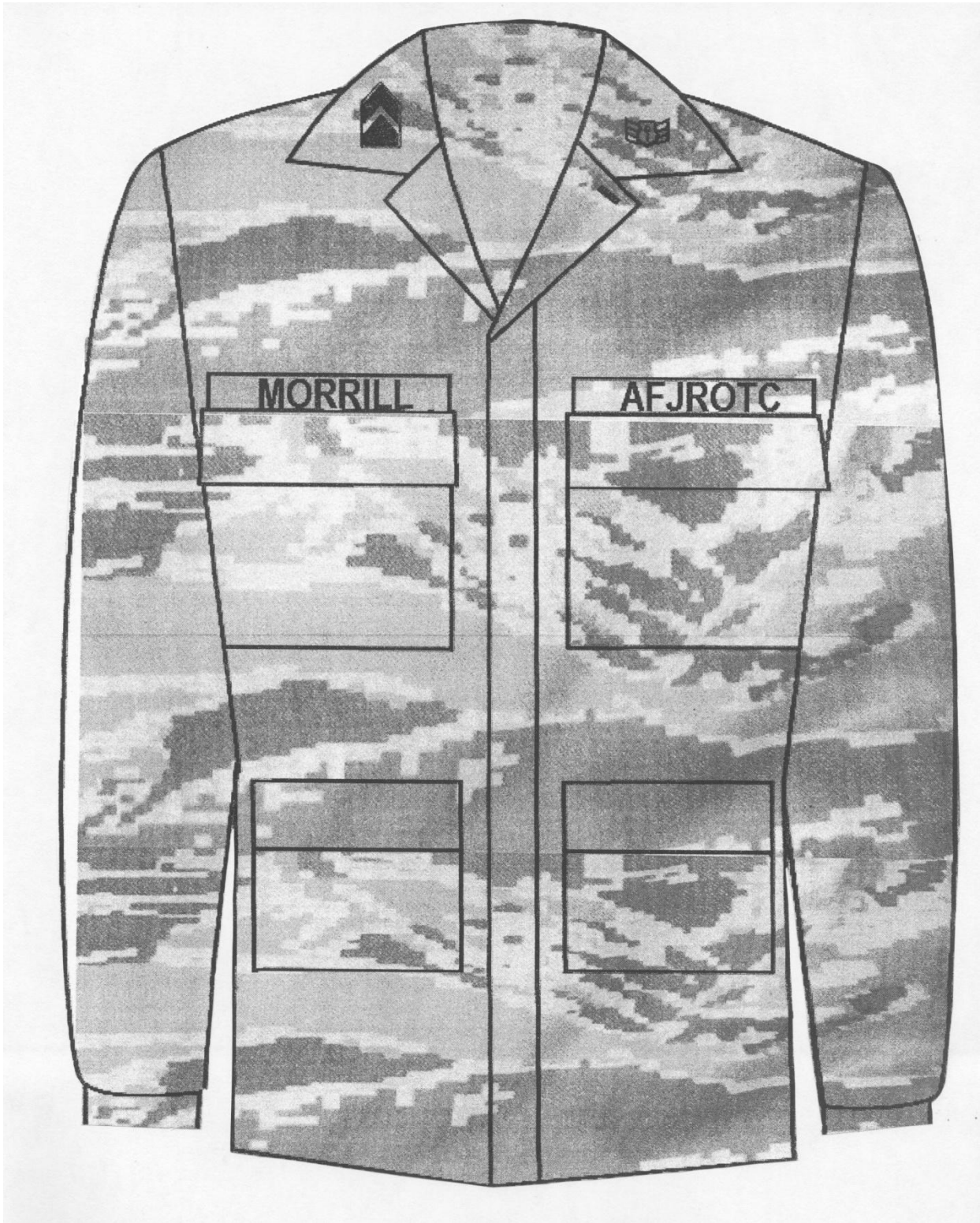
Males (M) Females (F)	WILL BE/HAVE	WILL NOT
Hair Style (F)	Styled to present a <u>professional appearance</u> . Plain and conservative pins, combs, headbands, elastic bands and barrettes similar to the individual's hair color are permitted to keep hair in place.	To be worn in an extreme fad or violate safety requirements. Will not extend on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Will not exceed 3 inches in bulk or prevent proper wear of the headgear. Will not include ornaments such as ribbons or jeweled pins.
Sideburns (M)	Neatly trimmed and tapered in the same manner as the haircut. Will be straight and of even width (not flared) and end in a clean-shaven horizontal line.	Extend below the lowest part of the exterior ear opening. <i>(this does not apply to individuals with shaving waivers)</i>
Nail Polish (F)	<u>Conservative, single color,</u> and <u>in good taste.</u>	Contain any ornamentation.

CIRCUMSTANCE OR CONDITION THAT WOULD DISCREDIT THE ARMED FORCES OF THE UNITED STATES OF AMERICA.

**UNIFORM ACCESSORY STANDARDS
“The Rules”**

I T E M	A	B
	To present the proper military image	Will be
7	Eyeglasses and sunglasses	Conservative ornamentation on frames and lenses. Authorize conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo must be same color as frames or lenses. Conservative wrap around sunglasses may be worn. Conservative, clear, slightly tinted or photosensitive lenses. Conservative lenses and frames (faddish styles and mirrored lenses prohibited). No sunglasses (to include darkened photosensitive lenses) in formation. Not worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses/sunglasses will be worn in the manner for which they were made.
8	Necklaces	Concealed under collar or undershirt; not visible.
9	Pencils and pens	Concealed. (EXCEPTION: When carried in compartment of left BDU pocket not to exceed two.)
10	Pager, cellular phone, and Personal Digital Assistant	Must be solid or covered in black, silver, dark blue, or gray, and must be conservative. May be clipped to the left side of the waistband or purse or carried in left hand. Only one may be worn on the uniform belt. Members will not walk in uniform while using cell phones, radios, hands-free headsets unless required in the performance of official duties using a government issued device.
11	Umbrella	Plain black, carried in left hand.
12	Attaché case, gym bag, backpack	Carried in left hand, on left shoulder, or both shoulders (not to interfere with rendering the proper salute). Attaché case: black only; Gym bags: black or dark blue; Backpacks: Only solid-color black backpacks may be worn with blue uniform combinations; solid-color black, olive drab, or woodland camouflage are the only colors authorized with the BDU. Conservative manufacture's logo is allowed. Members may wear backpack using one or both shoulder straps. Allow small clutch or carry type with straps with mess dress. Small subdued logo (IAW sunglasses guidance). No ornamentation or design, nothing dangling. Color should be flat black, no high gloss. Gold or silver clasps, no chains.

**AFI 36-2906 - Table 2-6 Clothing Accessory Standards
8-17**



8-18

PROPER CARE AND WEAR

OF THE CADET BATTLE DRESS UNIFORM (ABU)

While not issued by USAF or the CA-954, ABU wear is strictly controlled by WHS and CA-954. Cadets must bear the financial burden for acquisition and care of ABUs if they desire to wear them, and they must be worn in accordance with these instructions. Their wear on campus has been approved by the WHS principal and RUSD Superintendent of Schools. *Current policy authorizes the wear of the ABU uniform once per month and is counted as a graded uniform wear for that month.* The purpose of this supplement is to define proper care and wear procedures for cadets wearing BDUs on campus or at other CA-954 events.

Wear Instructions--ABUs are manufactured by contractors to meet US military specifications. *The only authorized design for wear by CA-954 ROTC cadets is standard, mil-spec, forest camouflage (Desert Tan, Urban Gray, Sage Green, Forest Green). Other colors are absolutely prohibited.* They are designed for wear as a utility or combat uniform. They are 100% cotton, and consist of: (a.) trousers designed to be tucked (bloused) into regulation combat boots (blousing bands are recommended) and worn with a regulation belt, (b.) a buttoned-front jacket (blouse) designed to be worn outside the top of the trousers, and (c.) a ABU-camouflaged patrol cap. Regulation Sage Green combat boots are standard footwear. A Tan crewneck undershirt and tan belt will be worn with the ABU uniform. Cadet miniature rank insignia will be worn on the ABU jacket collars and worn centered on officer ABU patrol caps. Name, rank, and AFJROTC tape in addition to the AFJROTC patch will be worn on the ABU jacket in accordance with HQ AFJROTC uniform guidance instructions.

8-19

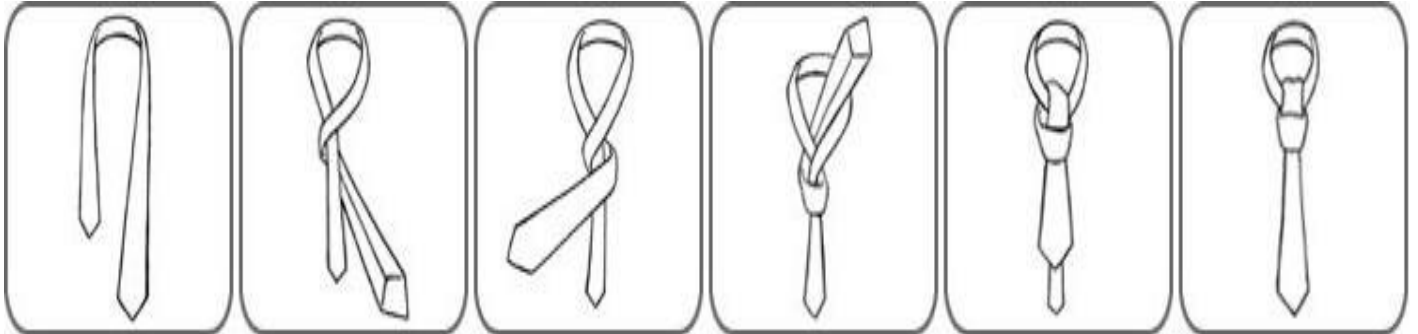
Care Instructions—The ABU trousers and jacket should be machine washed on a

permanent-press cycle or hand-washed in warm water, with a mild detergent. They may be dried on low heat and should be removed from the dryer immediately and are to be hung on hangers. If hand washed they should be rinsed in warm clear water. *They should not be wrung or twisted to dry, nor should they be chlorine-bleached or starched.* They may be drip-dried on hangers after removal from rinse water. Ironing will improve uniform appearance and earn better inspection grades. Caps should be cleaned / replaced as necessary for appropriate sanitation. Special care should be taken when maintaining the ABU combat boots. The exterior of the boot is made of a suede sage green material which is susceptible to soiling.

How to Tie a Tie

The Four-in-Hand Knot

Follow the images as if you were looking into a mirror at your reflection.



Start with the wide end on your right. Extend it about 12" below the narrow end.

Cross the wide end over the narrow, and back underneath.

Bring the wide end around passing it across the front of the narrow.

Pass the wide end up through the loop.

Hold the knot loosely and pass the wide end down through the loop in front.

Hold the narrow end of the tie and slide the knot up snug.

Chapter 9



Promotions

CHAPTER 9

Promotions (How do I earn ranks?)

Promotions provide recognition and motivation to all members of an organization, whether military or civilian. All members should be enthusiastically striving to improve themselves and to “reap the rewards” of their hard work and dedication. An organization or unit is usually as spirited and successful as its leaders and managers. ***Are you ready for the challenge?***

There are two types of grades / rank cadets may hold. The following provisions apply:

PERMANENT RANKS

1. **Enlisted ranks Airman (E-1) through Chief Master Sergeant (E-9) are considered PERMANENT RANKS.**

Permanent promotions in the CA-954th are based on academic and leadership grades in addition to the 10 promotion factors listed on the “Promotion Factors Sheet”, (***See Promotion Factor Sheets at the end of this chapter***) The SASI, ASI and cadet staff are looking for quality cadets for promotion to the Non-Commissioned Officer (NCO) ranks, as they are the leaders of this organization. Cadets must continually strive to be and do their best in order to attain a higher grade and rank. Promotion boards for next semester advancement are held at the end of every semester. The date for turning in all promotion request letters will be prominently posted in the classroom well before the promotion board meets. Promotion requests letters are mandatory for **all** promotions to the next permanent grade. Failure to turn in a letter will result in a “**non - consideration**” for promotion

Example: A first year cadet that did not attend SLS will, during the first semester, be an E-1, **Cadet Airman Basic**. At the **end of the semester**, this cadet must turn in a promotion letter and supporting documentation that will meet a **Promotion Board** for possible promotion to the next permanent rank. If the criterion is met he/she will be promoted to the rank of E-2, **Cadet / Airman**.

2. Promotion factor sheets for Junior Enlisted and Senior NCO ranks are attached to this chapter. This information is invaluable to any cadet who desires promotion.

- Must display a positive attitude toward being an NCO and support cadet Officers in the Squadron by respecting authority.
- Must have a passing grade in AFJROTC when the promotion board meets.
- Must be active in JROTC activities such as special teams, sport programs, social events, and fund raising. Special consideration will be given to cadets involved in other school programs such as band, drama, sports, student government, etc.
- Must have taken the Promotion test; the score must be available to the promotion board.

AIRMAN RANKS



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN

JUNIOR NCO RANKS

E - 5



STAFF
SERGEANT

E - 6



TECHNICAL
SERGEANT



SENIOR NCO RANKS

E - 7



MASTER
SERGEANT

E - 8



SENIOR
MASTER
SERGEANT

E - 9



CHIEF
MASTER
SERGEANT

TEMPORARY RANKS

Cadet Officer Ranks

Temporary ranks will be assigned. Temporary ranks can and will be taken away if abused. **Officer ranks** can only be achieved through requesting and receiving a position in the cadet group / squadron. The **temporary position and rank** will be awarded / issued based on the Unit Manning Document (UMD) at the time the cadet assumes the position. Positions are available at the beginning of every semester. Information regarding “letters of request” will be posted within the classroom. For concerned. You must remember that you are in control of whether or not you get a job / position within the Cadet Corps – **the guidelines are clear.**

CADET TEMPORARY OFFICER RANK

JUNIOR OFFICERS



SECOND
LIEUTENANT

O-1



FIRST
LIEUTENANT

O-2



CAPTAIN

O-3

SENIOR OFFICERS



MAJOR

O-4



LIEUTENANT
COLONEL

O-5



COLONEL

O-6

PROMOTION BOARD: The Cadet Group Commander will be responsible to the SASI / ASI for screening all promotion recommendations as follows:

a. He / She insures Cadet Group Promotion Board meet normally once each semester during the academic year. He/She may observe proceedings. The Promotion Board will consist of:

- (1) Special Assistant to SASI (*Advisor*)
- (2) Deputy Group Commander (*President of the Board*)
- (3) Operations Commander (*Voting Member*)
- (4) Senior Enlisted Advisor/ (*Voting Member*)
- (5) Promotion/Testing Officer (*Non-Voting Member*)
- (6) Personnel/Information Manager (*Voting Member*)
- (7) Participation by the cadet group/squadron commander is optional

b. He / She insures that individual promotion sheets of promotion-eligible cadets are reviewed by the board.

c. He / She insure that promotion ceremonies will be held at the earliest possible date/time following FINAL APPROVAL of awards, decorations and Promotions.

PROMOTION OFFICER is responsible for the distribution of Promotion Factor Sheets” to each Flight Commander. He / she will instruct the flight commander’s on the correct procedures for completing each promotion factor sheet. Factor sheets will be distributed to flight commanders *one week prior to the promotion board*, and are to be returned to the Promotions Officer at the latest, one day prior to the promotion boards meeting date.

DEMOTION

1. At the time a cadet receives an overall JROTC grade of “NO MARK” for a grading period, he/she reverts to the permanent grade held at the completion of his / her last successful year of AFJROTC. If no previous year, the rank will be Cadet Airman Basic.
2. When a cadet fails to maintain satisfactory standards of appearance and conduct (Including wear of the uniform) demotion and/or removal from a position will be fully coordinated with the staff before final action is taken.
 - Appearance includes hair, cleanliness, neatness of personal clothing and uniforms, including proper arrangement of insignia, ribbons, rank and devices.
 - Not completing the proper requirements in the cadet’s job description
 - Conduct includes attitude, behavior and discipline in ALL school activities (consistent with one’s overall personal schedule); performance of duties and **keeping UNEXCUSED ABSENCES AT ZERO.**
 - Having two or more NO MARKS after a grading period (ex: quarter grades/semester grades)

SAMPLE "PROMOTION" LETTER

MEMORANDUM FOR CA-954/CC

25 November 2015

FROM: C/AB Susan Smith (ALPHA FLIGHT)

(BOLD)

SUBJECT: 1ST Semester Promotion

1. I request promotion to the rank of Airman based on the following WHS and community activities that I've been involved in for the 1st semester:

- I work at Taco Bell
- I am a member of _____, an officially recognized club of WHS
- I am an active member of the Girl Scout Troup 987

2. I have been involved in the following Cadet Squadron activities for the 1st semester: (Current school year activities only)

- I was a "TITAN" Drill Team member
- I performed (2) football game Color Guards
- I am a member of the Model Rocketry Club
- I participated in Football Parking
- I was a member of the NORCAL Softball Team
- I was a member of the NORCAL Basketball Team

3. I have currently an "A" grade in AFJROTC and I appreciate you taking the time to review my letter and considering me for promotion.

Sign Your Name
(Black or Blue INK)

SUSAN SMITH, C/AB
ALPHA Flight
CA-954th Cadet Group

(1.15 SPACING)

SAMPLE "POSITION" LETTER

MEMORANDUM FOR CA-954/CC

25 November 2015

FROM: C/SSgt John Perez (DELTA FLIGHT)

SUBJECT: 2ND Semester Position Request

1. Request the following Group position for the 2nd Semester of this school year:
 - CO-CURRICULAR ACTIVITIES OFFICER
 - SCHOOL BOARD COLOR GUARD COMMANDER

2. I feel I could learn a lot about how the cadet corps works by taking on this job. I want to learn all about the many NORCAL activities that we participate in and this job would get me right in the middle of it! I have participated in various activities since my freshman year:
 - TITAN Drill team
 - Football Parking
 - NORCAL Basketball, Volleyball and Academic Challenge
 - Color Guard Teams – Football, Basketball and School Board

3. I would appreciate you selecting me for this position but I am willing to take on any position / job you feel I would be good at.

Sign your Name

JOHN PEREZ, SSgt
DELTA Flight
CA-954th Cadet Group

JUNIOR ENLISTED PROMOTION FACTORS (for promotion to E-2 thru E-6)

NAME: _____

FLIGHT: _____

(1-4 TO BE COMPLETED BY FLIGHT COMMANDER)

		(Low)		(High)	
1.	UNIFORM WEAR	1	2	3	4 5
2.	JROTC TARDIES	1	2	3	4 5
3.	CLASSROOM PARTICIPATION	1	2	3	4 5
4.	DRILL PAD PARTICIPATION	1	2	3	4 5

(5 – 10 COMPLETED BY PROMOTION BOARD)

		(Low)		(High)	
5.	A.S. GRADE	1	2	3	4 5
6.	L.E. GRADE	1	2	3	4 5
7.	PROMOTION TEST	1	2	3	4 5
8.	CADET CORPS ACTIVITIES	1	2	3	4 5
9.	SCHOOL ACTIVITIES	1	2	3	4 5
10.	PROMOTION LETTER	1		3	5

PROMOTION SCORE: _____

SENIOR NCO PROMOTION FACTORS (for promotion to E-2 thru E-6)

NAME: _____

FLIGHT: _____

(1-3 TO BE COMPLETED BY FLIGHT COMMANDER)

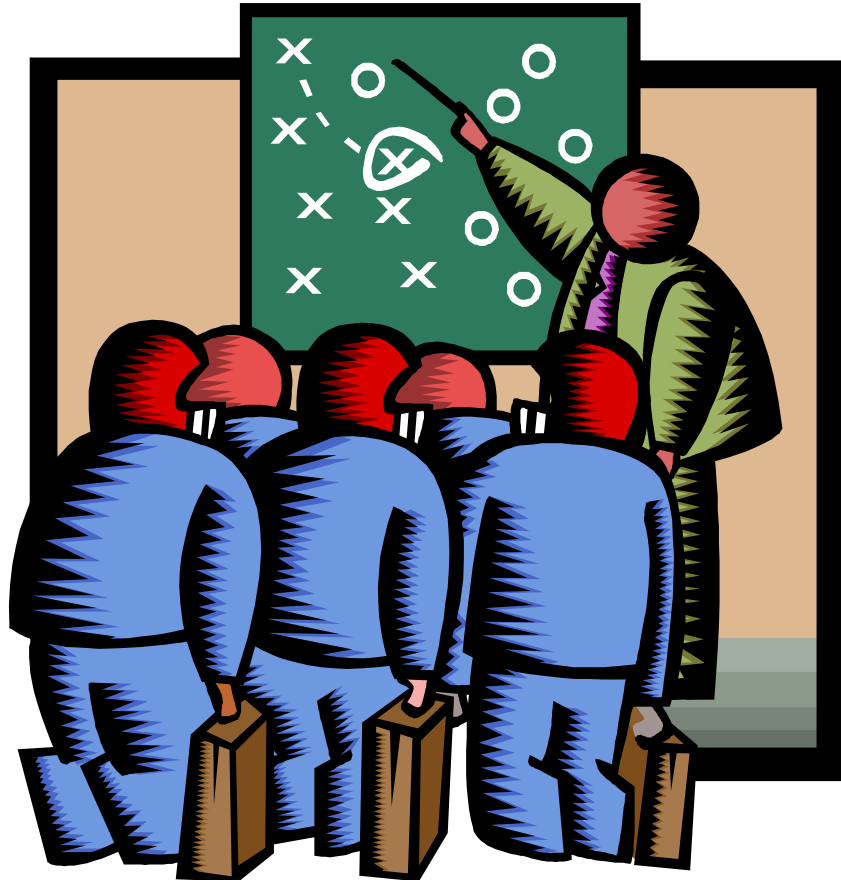
		(Low)			(High)	
1.	UNIFORM WEAR	1	2	3	4	5
2.	JROTC TARDIES	1	2	3	4	5
3.	CLASSROOM PARTICIPATION	1	2	3	4	5

(4-10 TO BE COMPLETED BY PROMOTION BOARD)

		(Low)			(High)	
4.	A.S. GRADE	1	2	3	4	5
5.	L.E. GRADE	1	2	3	4	5
6.	PROMOTION TEST	1	2	3	4	5
7.	CADET CORPS ACTIVITIES	1	2	3	4	5
8.	SCHOOL ACTIVITIES	1	2	3	4	5
9.	PROMOTION LETTER	1		3		5
10.	DRILL OF A FLIGHT	1	2	3	4	5

PROMOTION SCORE: _____

Chapter 10



Organization And Job Descriptions

Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

CHAPTER 10

ORGANIZATION AND JOB DESCRIPTIONS (Who does What?)

1. **ORGANIZATION:** CA-954 will operate as a Group in accordance with the most current AFOATS 36-2001 instructions and current enrollment numbers. Special staff positions will be established / eliminated at the discretion of the SASI/ASI.

2. **CADET STAFF:**

Special Assistant to the SASI is selected by the SASI/ASI.

The Senior Aerospace Science Instructor (SASI) will appoint the Cadet Corps Cadre which will consist of the Group Commander, Deputy Commander, Operations Commander, Deputy Operations Commander and Senior Enlisted Advisor(s)/First Sergeant. The Cadet Corps Cadre will be selected after meeting an interview board consisting of the SASI/ASI. The remainder of the Cadet Corps staff will be selected for positions by submitting a letter to the SASI/ASI. All positions will be posted.

3. **EACH SEMESTER:** At the beginning of each semester cadets will have another opportunity to apply for positions within the Cadet Corps. However, to meet the needs of the cadet organization and to provide effective leadership experience to a larger number of cadets, rotation may be made at any time as directed by the Cadet Corps Commander and approved by the SASI/ASI.

4. **UNIT MANNING DOCUMENT (UMD):** The UMD is a detailed “listing” of each position within the Cadet organization which includes the maximum authorized grade and the number of individuals that are required for each position.

10-1

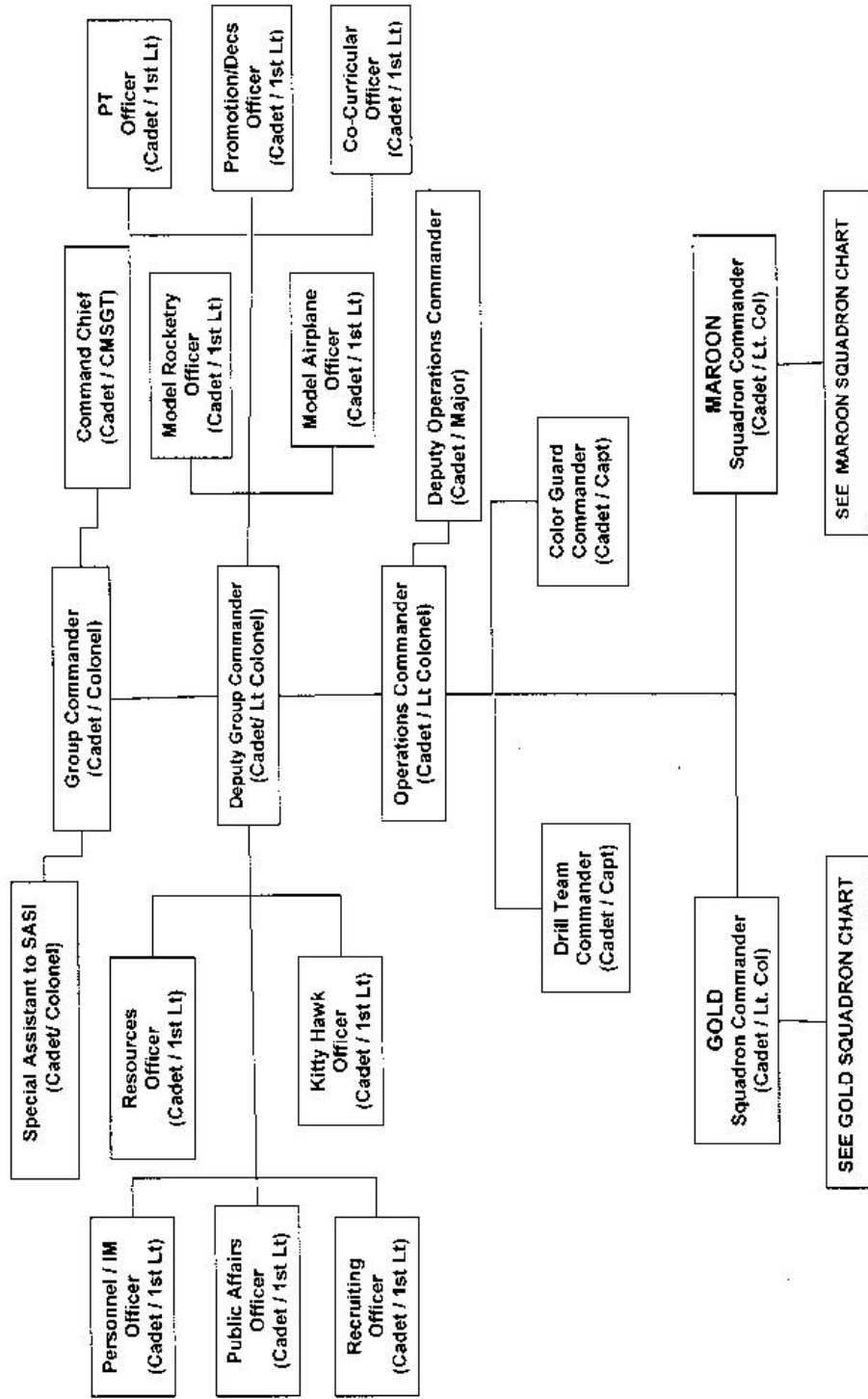
GROUP LEVEL MANNING DOCUMENT (UMD)

<u>FUNCTION</u>	<u>POSITION/TITLE</u>	<u>MAX GRADE</u>	<u>AUTH</u>
{ ADVISORY -			
STANDARDIZATION}	Special Assistant to SASI	Cadet / Colonel	2
Command	Group Commander	Cadet /Colonel.	1
	Deputy Group Commander	Cadet / Lt. Col.	1
	Operations Commander	Cadet / Lt. Col.	1
	Deputy Operations Commander	Cadet/ Major.	1
	Command Chief	Cadet / CMSgt.	1
OPERATIONS	Liaison Officer	Cadet/ Maj.	1
	Drill Team Commanders	Cadet / Capt.	4
	Color Guard Commanders	Cadet / Capt.	6
	Finance Officer	Cadet/ Capt.	1
	Chief, Personnel/IM	Cadet / 1st Lt.	1
	Chief, Resources	Cadet / 1st Lt.	1
	Co-Curricular Activities Officer	Cadet / 1st Lt.	1
	Promotion - Decorations Officer	Cadet / 1st Lt.	1
	Recruiting Officer	Cadet / 1st Lt.	2
	Kitty Hawk Air Society Cmdr	Cadet / 1st Lt.	1
	Model Rocketry Officer	Cadet / 1st Lt.	1
	Public Affairs Officer	Cadet / 1st Lt.	1
	Model Aircraft Officer	Cadet / 1st Lt.	1
	Information Officer	Cadet / 1st Lt.	1
	PT Officer	Cadet / 1 st Lt.	1
	Logistics Officer	Cadet/ 1 st Lt.	1
	Cyber Officer	Cadet/ 1 st Lt.	1
	Education Officer	Cadet/ 1 st Lt.	1
SQUADRON	Squadron Commander	Cadet / Lt. Col.	2
	Operations Officer	Cadet/ Maj.	2
	Flight Commanders	Cadet / Cpt.	12
	Flight Sergeant	Cadet / MSgt.	12

10-2

CA 954 CADET GROUP ORGANIZATIONAL CHART

CA-954 CADET GROUP ORGANIZATIONAL STRUCTURE



NOTE: Flights may be assigned to appropriate squadron, depending on what day they meet i.e. even or odd day.

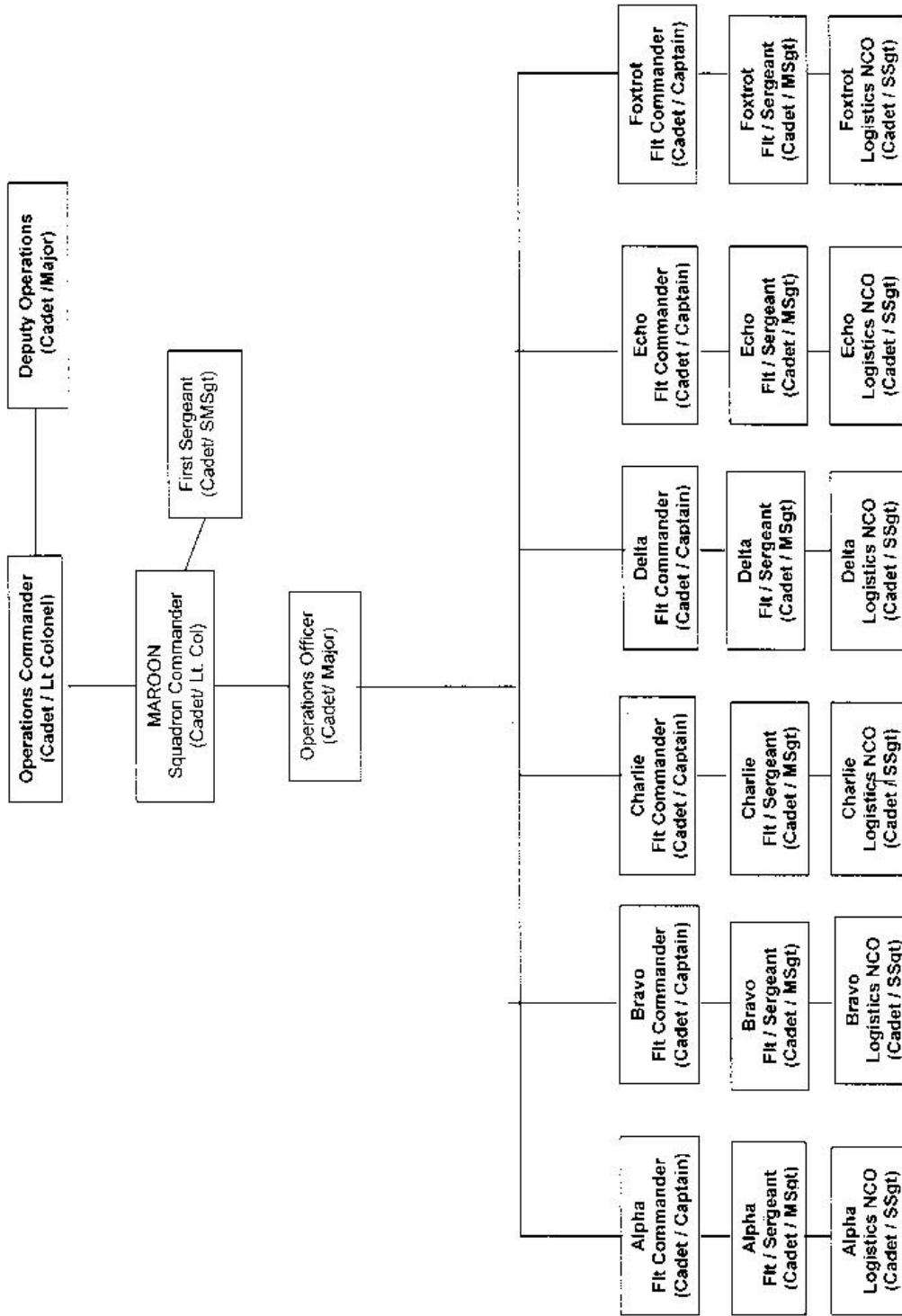
Current as of 4 Oct 2012

SQUADRON LEVEL MANNING DOCUMENT (UMD)

<u>FUNCTION</u>	<u>POSITION/TITLE</u>	<u>MAX GRADE</u>	<u>AUTH</u>
{ADVISORY - STANDARDIZATION}	Special Assistant to SASI	Cadet / Col.	2
COMMAND	Squadron Commander	Cadet / Lt. Col.	1
	Operations Officer	Cadet / Maj.	1
	First Sergeant	Cadet / SMSgt.	1
STAFF	Liaison Officer	Cadet/ Maj.	1
	Awareness Officer	Cadet/ 1 st Lt .	1
	Chief, Personnel/IM Division	Cadet / 1 st Lt.	1
	Chief, Resource Mgmt Division	Cadet / 1 st Lt.	1
	Chief, Public Affairs Division	Cadet / 1 st Lt.	1
	Chief, Logistics Division	Cadet / 1 st Lt.	1
	Promotions/Decorations Officer	Cadet / 1 st Lt.	1
	Public Affairs Officer	Cadet / 1 st Lt.	1
	Recruiting Officer	Cadet / 1 st Lt.	1
	Co-Curricular Activities Officer	Cadet / 1 st Lt.	1
	Cyber Officer	Cadet/ 1 st Lt.	1
Personnel NCOICs	Cadet SMSgt	1	
OPERATIONS	Color Guard Commander	Cadet / 1 st Lt	6
	Drill Team Commander	Cadet / Capt	6
	NCOICs	Cadet SMSgt	9
FLIGHT	Flight Commander	Cadet Capt	6
	Flight Sergeant	Cadet MSgt	6
	Flight Logistics / Admin NCOs	Cadet / SSgt	6

MAROON SQUADRON ORGANIZATIONAL CHART

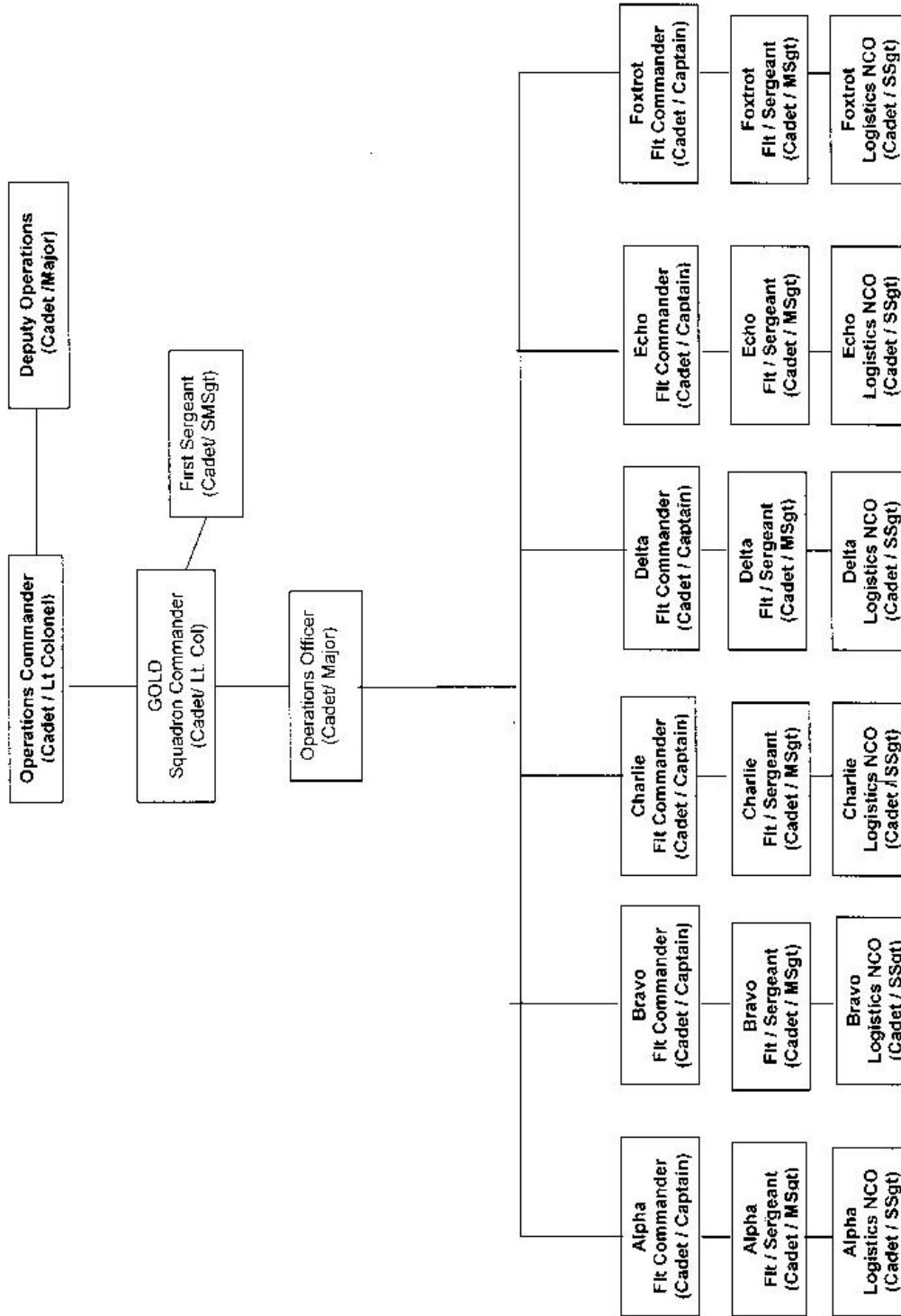
CA-954 CADET MAROON SQUADRON ORGANIZATIONAL STRUCTURE



NOTE: Flights may be assigned to appropriate squadron, depending on what day they meet i.e. even or odd day. Current as of 1 Oct 2012

GOLD SQUADRON ORGANIZATIONAL CHART

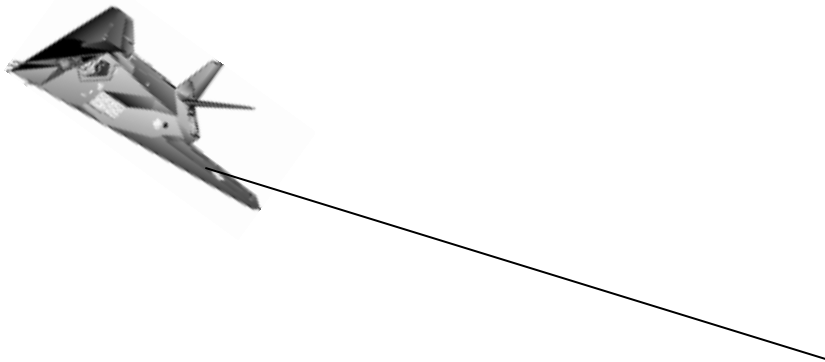
CA-954 CADET GOLD SQUADRON ORGANIZATIONAL STRUCTURE



NOTE: Flights may be assigned to appropriate squadron, depending on what day they meet i.e. even or odd day. Current as of 1 Oct 2012

SPECIAL ASSISTANT(S) TO THE SASI

- (1) Responsible for overseeing, advising and managing the cadet staff.
- (2) Responsible for the appropriate implementation of all functions of management to include, but not limited to planning, organizing, directing, coordinating, and controlling.
- (3) Work on specific projects as directed by the SASI and ASI and ensures the implementation of them. i.e. Model Rocketry, PT, Drill Activities, Military Ball, Ice Cream Social, Squadron Fund Raisers.
- (4) Participate in Squadron staff meetings and brief the SASI/ASI on cadet staff Meeting agenda items and outcomes within the Squadron.
- (5) Supervise grooming, discipline, effective training, and conduct of the Cadet Squadron, coordinates the Squadron Cadre Inspection.
- (6) Maintains a working relationship and encourages “Esprit de Corps” within the Cadet Squadron and Cadre.
- (7) Oversees the, Promotion Board, Cadet Evaluation Board, and participates in the Cadet of the Semester Evaluations and Nominations.
- (8) Be the Liaison between the SASI, ASI, School Principal, and the School Board as required by the SASI/ASI.



GROUP COMMANDER

- (1) Command and control the Group using his/her staff subordinate commanders.
Maintain the Group Commander's Continuity folder.
- (2) Schedule, conduct and coordinate regular staff meetings with the SASI/ASI and cadet staff.
- (3) Inspect each staff function, group and squadron activity at least every nine weeks.
- (4) Include detailed check of continuity folders, and all project checklists. Discuss the results at regular staff meetings.
- (5) Frequently attend meetings of all the co-curricular/extra-curricular activities of the Group, to permit complete knowledge of the accomplishments of these activities.
- (6) Convene and review the results of Cadet Promotion Boards and Evaluation Boards.
- (7) Inform the Deputy Group Commander when to take command.
- (8) Brief the Principal, SASI/ASI, and all distinguished guests on current Group activities, special occurrences and/or events.
- (9) Ensure that all members of the Group have the opportunity to develop leadership qualities according to their individual abilities.
- (10) Coordinate activities with the Special Assistant(s) as needed.

DEPUTY GROUP COMMANDER

- (1) Coordinate and control the efforts of the Group Staff. Maintain the Vice Commander's Continuity Folder.
- (2) Serve as Commander in the absence of the Group Commander.
- (3) Be ultimately responsible for all Group Commissioned Officers.
- (4) Must be aware and knowledgeable of all cadet group events and functions and be available to brief the Group Staff as necessary.
- (5) Convene and control Cadet Evaluation and Promotion Boards.

OPERATIONS COMMANDER

- (1) Coordinate all Co-Curricular activities (Drill Teams, Color Guard, Sports, and Club Activities) with the commander and Group Staff; maintain the Operations Continuity folder. Maintains activities calendar and coordinates all events with appropriate staff member. Finalizes ALL events with the ASI.
- (2) Supervise and control Group involvement in school activities (Pep rallies, ASB activities)
- (3) Actively pursue ways to involve the Group in non-school community service projects.
- (4) Supervise and coordinate the activities of the Color Guard, Drill Team, and Co-Curricular Activities Officer.
- (5) Coordinate all Recruiting efforts with feeder schools.

DEPUTY OPERATIONS COMMANDER

- (1) Assist Operations Commander in his Duties
- (2) Serve in Place of Operations Commander when needed.
- (3) Help plan and coordinate future events.
- (4) Participate and help coordinate group staff meetings.

SQUADRON COMMANDERS

- (1) Participate at group staff meetings.
- (2) Brief Flight Commanders and Flight Sergeants on Group Staff meeting outcomes.
- (3) Supervise the grooming, appearance, discipline, efficiency, training, & conduct of squadron.
- (4) Oversee Flight Commanders and schedule training dates.
- (5) Ensure that all members of their Squadron have the opportunity to develop Leadership qualities according to their individual abilities.
- (6) Inspect each staff function, squadron and flight activity at least every nine weeks. Include detailed check of all continuity folders, and all project checklists. Discuss the results at regular staff meetings.
- (7) Serve as a mentor to all subordinates and provide guidance as needed.
- (8) Prepare in writing and nominates to the SASI / ASI - Cadets of the Semester for their respective Squadrons. They do this with input from their Flight Commanders.

SQUADRON OPERATIONS OFFICER

- (1) Assist the Squadron Commander in their duties.
- (2) Serve in place of the Squadron Commander in their absence.
- (3) Serve as a mentor to all subordinates and provide guidance as needed.
- (4) Oversee Flight Commander and ensure all members of the squadron have the opportunity to develop leadership qualities.
- (5) Supervise grooming, appearance, discipline, efficiency, training, and conduct of the squadron.

COMMAND, CHIEF MASTER SERGEANT

- (1) Hold monthly NCO staff meetings to ensure proper support is being given to the Group Staff.
- (2) Train and give general supervision to cadet NCO's and Airman, particularly situations outside the JROTC classroom.
- (3) Serve as a mentor for subordinate cadets and provide guidance as needed.
- (4) Follow-up on decisions of cadet boards concerning discipline.
- (5) Maintain discipline among the cadets.
- (6) Member of the Cadet Promotion Board.
- (7) Train Group Guidon Bearer in the duties of this position.

SQUADRON 1st SERGEANT

- (1) Train and give general supervision to cadet NCO's and Airman.
- (2) Assist the Group Command Chief in training Flight Sergeants the proper use of the guidon.
- (3) Serve as a mentor for subordinate cadets and provide guidance as needed.
- (4) Maintain discipline among the cadets.

CHIEF, INFORMATION MANAGEMENT DIVISION

- (1) Maintain an accurate personnel file on each cadet using the JROTC data base and update as needed.
- (2) Ensure that all special orders are on file and posted. (awards/decorations/promotions)
- (3) Maintain and organize the Group Organization chart.
- (4) Record staff meeting minutes, type and publish them.
- (5) Serves as a member of the Cadet Promotion and Evaluation Board.
- (6) Receive and itemize all Promotion/Decorations at the end of each semester.
- (7) Take Staff Meeting notes for Group Staff meetings.
- (8) Prepare the Inspection and Attendance lists.
- (9) Call staff members using the staff roster to notify cadets of meeting time/dates.
- (10) File, Maintain & Print-out Cadet Info & other events at the SASI, ASI or Cadre's request.

CHIEF, RESOURCES MANAGEMENT DIVISION

- (1) Assist the SASI/ASI in maintaining cadet funds.
- (2) Actively inquire into methods of obtaining funds through donations and fund- raisers involving community business and organizations.
- (3) Organize and coordinate all fundraising activities.

PUBLIC AFFAIRS OFFICER

- (1) Responsible for briefing/advising the School Principal on all Group activities monthly.
- (2) Provide articles promoting cadet activities to the "Wildcat Cadet Newsletter", WHS school newspaper, Parent Connection School Newsletter, the Placer Herald, and the Neighbors Section of the Sacramento Bee. (This list is not all-inclusive. Use all available sources of publicity) every month.
- (3) Coordinate with the School Yearbook staff on yearbook publication.
- (4) Coordinate all matters of AFJROTC publicity with the ASI.
- (5) Maintain a unit history reflecting the accomplishments and activities of the cadet group, including clippings and excerpts from local new media and so forth.

DRILL TEAM COMMANDERS

- (1) Actively recruit cadets for the drill team and maintains a positive attitude and maintain responsibility for drill team members.
- (1) Coordinates, creates and maintains a practice schedule for drill team. Inventories all weapons when issued and returned to weapons safes.
- (2) Command the cadet drill team at competitive meets.

COLOR GUARD COMMANDERS

- (1) Actively recruit cadets for the various Color Guard teams.
- (2) Maintain responsibility for members of the Color Guard.
- (3) Train and equip all cadets interested in performing Color Guards.
- (4) Maintain monthly schedules/calendars of Color Guards and appoint commanders for each event, ensuring there are adequate numbers for each performance.
Coordinate ALL events with the Group Operations Officer.
- (5) Inform the SASI/ASI of Color Guard team members and status for the event.
- (6) Maintain records of Color Guard performances.
- (7) Coordinate with the SASI/ASI on proper procedures for issuing and maintaining equipment and gear.
- (8) Assure that all WHS campus flags are maintained in good order and flown properly.
- (9) Assure the Large stadium flag has been raised prior to all football games.

CO-CURRICULAR ACTIVITIES OFFICER

- (1) Coordinate all Group entries into NORCAL sporting events with ASI and OPS officer.
- (2) Coordinate all Group recreational picnics, parties, trips, etc. with the ASI and OPS officer.
- (3) Ensure all After-Action reports for all above projects are completed in a timely fashion, and that orders are put through as appropriate.
- (4) Creates sign-up sheets. Coordinates all activities with OPS officer and ASI.



PROMOTIONS AND DECORATIONS OFFICER

- (1) Prepares a list of promotions/award recipients and gives them to the ASI.
- (2) Ensures that all eligible cadets receive the awards they earn.
- (3) Plan, Organize, and coordinate all Awards/Promotion events.
- (4) Serves as the recorder on the Cadet Promotion and Evaluation Boards and ensure all cadets are properly versed on their duties during these visits coordinate with Operations Commander.
- (5) Coordinate with the Public Affairs Officer to improve interest in and the image of the cadet corps within WHS.

PHYSICAL FITNESS OFFICER (PT)

- (1) Responsible for coordinating Physical Fitness Activities through the Operations Commander.
- (1) Be able to recruit, encourage and lead a group of cadets in physical activities after school.
- (2) In charge of recording Fitness Scores, matching each cadet with Level earned (Bronze, Silver, Gold Star) and presenting results to SASI, ASI and Cadre

FLIGHT COMMANDERS

- (1) Maintain order in the absence of the instructor, including classroom time before the bell rings.
- (2) Lead the flight in the Pledge of Allegiance and through other phases of classroom procedures as directed by the SASI/ASI.
- (3) Report absentees and tardies to the instructor.
- (4) Maintain a record of absences and tardies for the entire semester, this information will be used at the end of each semester for the PROMOTION FACTOR SHEETS.
- (5) Attend Group Staff meetings and inform the flight of actions and information passed out during group staff meetings.
- (6) Train, supervise, and ensure the Flight Sergeant carries out all assigned responsibilities.
- (7) Attend Squadron Commander briefing and inform the flight of actions and information discussed during those meetings.
- (8) To prepare as directed by their respective Squadron Commanders, the Promotion Factor Sheets.
- (9) Nominates when requested by their Squadron Commanders - Cadets of the Semester

from their respective flights.

- (10) Inspects Flight except during Cadre or Special Guest Inspections

10-13

FLIGHT SERGEANTS

- (1) Call the Flight to attention at the beginning of each class, take roll and report absences / tardies to Flight Commander.
- (2) Prepare the flight for inspections and assist the Flight Commander.
- (3) Serve in place of the Flight Commander when needed.
- (4) Assist the Flight Commander in the training of cadets in mastering Drill and Ceremonies. Serve as Flight Guide.
- (5) Represents the Flight Commander his/her absents at Squadron Commander briefings.
- (6) Ensures all flight personnel are informed and reminded about upcoming assignments and instruct cadets to use their student planner in his/her absents.
- (7) Supervises and ensures the grooming, appearance, discipline, efficiency, and training standards are maintained for all Flight NCO's and Airman.
- (8) Counsels cadets as needed.

FLIGHT PERSONNEL ADMINISTRATOR & LOGISTICS NCO

- (1) Will function under the supervision of the Chief, Information Management Division. Is responsible for processing cadet data into the Air Force JROTC data base and updating Cadet Records as required.
- (2) Responsible for updating and maintaining cadets "Uniform Inventory" sheets.
- (3) Responsible for uniform issue and accountability for each cadet within their flight. Will assist cadets as necessary during FLIGHT TIME. He / She will assume Flight Sergeant duties in their absents.

MODEL ROCKETRY COMMANDER

- (1) Responsible for coordinating, ordering, and teaching cadets the art of building rockets. Is required to fully understand Model Rocketry criteria.
- (1) Is required to coordinate dates and times of "launches" with the ASI so that all launches will be approved by the Rocklin Police and Rocklin Dept.
- (2) Schedules all events through the Group Operations officer.
- (3) MUST already have the Model Rocketry Badge

10-14

NATIONAL KITTY HAWK AIR SOCIETY COMMANDER

- (1) Responsible for recruiting and retaining eligible cadets in this honor society.
- (2) Ensures that all cadets meet the eligibility criteria for “good standing” in KHAS and schedules all events through the Group Operations officer.
- (3) Is required to fully understand NKHAS criteria for membership.
- (4) Must already have the Kitty Hawk Badge
- (5) Must continue to test current members on Kitty Hawk Knowledge (The Packet)

CYBER OFFICER

- (1) Oversee operations of the Corps web site to include keeping material current and relevant
- (2) Be responsible for forming the Cyber Space Security Team and Preparing for the Cyber Patriot competition
- (3) Insure community service hours are posted in a timely manner on both the HQ data log and cadets’ personal file
- (4) Responsible for all matters pertaining to the AFJROTC web page.
- (5) Maintain AFJROTC Facebook page.

LOGISTICS OFFICER

- (1) Assist the SASI/ASI with uniform items, equipment and supplies related to the operation of the Cadet Corps
- (2) Maintain and File supply records
- (3) Supervise the Distribution of uniforms, ribbons, and supplies.
- (4) Help train Logistics NCO’s with their job
- (5) Assist the ASI with inventory.

ELEMENT LEADER

- (1) Check over the element before inspection.
- (2) Call the element to attention when being inspected.
- (3) Insure all cadets within the element are in standards and know their information.
- (4) Maintain in standards, and be the example for the element.

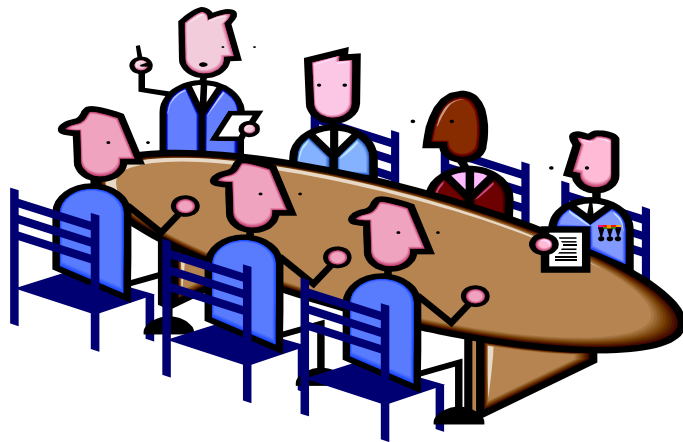
CADET

- (1) Will maintain standards and learn given information.
- (2) Learn to drill properly while in formation.
- (3) Follow all AFJROTC core values.



10-15

Chapter 11



Cadet Evaluation Board

“It is amazing how much you can accomplish when it doesn't matter who gets the credit.”

- Harry S. Truman -

CHAPTER 11

CADET EVALUATION BOARD

1. **PURPOSE:** The purpose of the cadet evaluation board is to review cases of alleged misconduct, insubordination, or adverse attitude toward or on the part of any cadet. These procedures have been established to provide a vehicle to properly discipline, demote, or remove cadets from staff positions that are listed in the Unit Manning Document (UMD), or from the JROTC program for cause. The Command Chief Master Sergeant(s) (CCMS) are responsible for proper administration of this program. They serve as mentors for their subordinates thereby having an understanding of behavioral trends within the Cadet Corps.
2. **CRITERIA:** The following criteria is used to determine the need to convene a Cadet Evaluation Board:
 - ***Misconduct in school*** - This includes the use of drugs, fighting, disrespect or insubordination to teachers, staff members or others in command, major school violations resulting in suspension or other misconduct that brings discredit to the cadet corps.
 - ***Failure to wear the uniform*** four (4) times on scheduled uniform wear days during the school semester, without a valid excuse.
 - ***Failure to maintain proper grooming standards*** during the school semester on scheduled Leadership Days.
 - ***Failure to meet financial obligations*** to the AFJROTC program (ie: lost books, uniform items, fundraiser, etc.).
 - ***Failure to carry out job responsibilities*** in AFJROTC.
 - ***NM/NC*** for a semester in AFJROTC is an automatic demotion and recommended removal from AFJROTC. Removal will be worked out with the counselors and school administration. The school administration ultimately determines whether or not a student will be removed.

11-1

3. **CADET EVALUATION BOARD:** The Cadet Evaluation Board will consist of the staff members listed below. The SASI/ASI may remove anyone from the board whom he/she considers partial toward (or against) the person brought before the Evaluation Board. In this instance, the Vice Group Commander will appoint a new member if necessary. Should the Board President be disqualified, the Group Commander will appoint the senior officer remaining as the Board President.

- ☞ Special Assistant (Advisor)
- ☞ Command Chief Master Sergeants(CCMS)
- ☞ Group Commander (Coordinator)
- ☞ Squadron Commander
- ☞ Deputy Group Commander (President)
- ☞ Flight Commander
- ☞ Chief, Personnel (Member)
- ☞ SASI/ASI (present)

4. **PROCEDURES:** Those cadets who fall into any category in paragraph 2 will be submitted to the board by SASI/ASI for recommendation. The SASI/ASI have final decision of all actions.

- a. The Cadet Evaluation Board will review all cases referred to it and make **recommendations** to the SASI/ASI concerning an appropriate course of action.

The board is limited to the following recommendation(s).

- Letter of Reprimand placed in the cadet's personnel file for a specific time.
 - Removal from promotion eligibility for a specified time.
 - Removal from staff position.
 - Reduction in cadet rank.
 - Removal from the AFJROTC Program.
- b. If necessary, the Deputy Group Commander will appoint an investigating officer whose duties will be as follows:
 - To determine, through interviewing other cadets or reviewing records, if sufficient cause exists to call an Evaluation Board and make recommendations to the Group Commander.

11-2

- If the Group Commander determines that an Evaluation Board is warranted, the investigating officer will determine the individual(s) who will be called and interviewed.
 - At the board, the investigating officer will present his/her findings to board members so that they know the facts surrounding the case and are able to formulate their own questions for individuals being interviewed.
- c. The board will discuss the case in private and make recommendations for action to be taken to the Group Commander and the SASI/ASI. This recommendation will be written by the Board President and presented to the Group Commander and the SASI/ASI on the morning following the Evaluation Board. All recommendations will be signed in ink by all board members.

Chapter 12

Awards and Decorations



Awards and Decorations

How to earn ribbons

1. Numerous distinctive awards and decorations are authorized for AFJROTC cadets, to recognize outstanding performance in academics and leadership or for a specific display of valor. Medals, insignia, badges, ribbons, certificates and in some cases prizes are awarded in the following categories.

Special Awards

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

National Level Awards

Awards are presented annually by each of the organizations listed below. Guidance for the following awards are in the AFJROTC uniform and awards guide.

- **Air Force Association Award** – The award is presented annually to an outstanding third-year cadet, who is amongst the top of the AS class and academic classes and possesses the highest personal and ethical standards, and strong positive convictions.
- **Daedalian Award** – The award is presented annually to an outstanding third-year cadet who demonstrates outstanding patriotism, love of country, and service to the nation
- **American Legion Scholastic Award** – The award is presented annually to one third or fourth year cadet based on the cadet's overall scholastic achievements. The award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll.
- **American Legion General Military Excellence Award** – The award is presented annually to a third or fourth year cadet based on the cadet's general military excellence. The award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch.
- **Daughters of the American Revolution Award** – The award is presented annually to an outstanding third or fourth year cadet who demonstrates qualities of dependability, good character and adherence to military discipline.

- American Veteran's Award – The award is presented annually to a cadet who demonstrates a positive attitude toward AFJROTC programs, personal appearance and attributes such as initiative, dependability, judgment, and self-confidence
- Reserve Officer's Association Award – The award is presented annually to an outstanding third or fourth year cadet who demonstrates the highest personal and ethical standards and strong positive convictions and growth potential.
- Military Order of the World Wars Award – The award is presented annually to an outstanding cadet who has committed to continue the Aerospace Science Program.
- Military Officer's Association Award – The award is presented annually to an outstanding third year cadet who is in good academic standing, is of high moral character, and shows a high order of loyalty to the unit, school, and country.
- Veterans of Foreign Wars Award – The award is presented annually to an outstanding third or fourth year cadet who is actively engaged in the AFJROTC program and possesses individual characteristics contributing to leadership.
- National Sojourner's Award – The award is presented annually to an outstanding second or third year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets on campus.
- Sons of the American Revolution Award – The award is presented annually to an outstanding third or fourth year cadet who exhibits a high degree of leadership, military bearing, and all around excellence in Aerospace Science studies.
- Scottish Rite, Southern Jurisdiction Award – The award is presented annually to an outstanding third year cadet who encourages Americanism by participation in extracurricular activities or community service projects and academic excellence.
- Military Order of the Purple Heart – The award is presented annually to an outstanding third or fourth year cadet who holds a leadership position and is active in school and community affairs.
- Air Force Sergeants Association – The award is presented annually to an outstanding third or fourth year cadet who demonstrated outstanding qualities in military leadership, discipline, character, and citizenship, while currently holding an enlisted rank.
- Sons of Union Veterans of the Civil War – The award recognizes one deserving cadet annually (may be a 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.
- Sons of Confederate Veterans H. L. Hunley Award - The award is presented to a cadet who best exemplifies the characteristics of the final crew and commander of the submarine--honor, courage and commitment. The cadet must demonstrate the traits of honor, courage, and commitment to their JROTC unit.

- Tuskegee Airmen Inc. AFJROTC Cadet Award – The award is presented annually to two cadets who are active in unit service programs (cadets may be first, second, or third year cadets).
- Celebrate Freedom Foundation Award

AFJROTC Awards

- Distinguished Unit Award with Merit – This ribbon is awarded awarded to cadets when enrolled in JROTC when the JROTC unit has been deemed a “Distinguished Unit with Merit” by the JROTC Headquarters
- Distinguished Unit Award – This ribbon is awarded to cadets when enrolled in JROTC when the JROTC unit has been deemed a “Distinguished Unit” by the JORTC Headquarters.
- Outstanding Organization Award – The ribbon is awarded to cadets when enrolled in JROTC when the JROTC unit has been deemed an “Outstanding Organization” by the JROTC Headquarters.
- Outstanding Flight Ribbon - Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.
- 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. 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.
- 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. Awarded once per year.
- Leadership Ribbon - Awarded at the SASI’s discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. Awarded once per semester.

- 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. Awarded once per semester.
- Superior Performance Ribbon - Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Awarded once per semester.
- 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. Awarded once per semester.
- Leadership School Ribbon - Awarded for completion of an approved leadership school program of at least 5 days duration. Leadership ribbon as well as the Bronze Star can be ordered through EMALL. For each additional Leadership School completion additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10 percent of the class.
- 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.
- Orienteering Ribbon - Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum
- 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. Awarded once per semester.
- Drill Team Ribbon - Must attend 75% of practice or participate in 10 drill team events within an academic school year.
- Color Guard Ribbon – Must attend 75% of all scheduled color guard events per academic year, or 10 color guard events in an academic year, whichever is lower

- Sabre Team Ribbon – Awarded to the members of the designated Sabre Team during the CA-954th annual Military Ball.
 - Marksmanship Ribbon – The CA-954th Cadet Corps does not currently have a marksmanship team, therefore the ribbon cannot be awarded.
 - Good Conduct Ribbon - Cadets will be eligible for this ribbon if they have no detentions or suspensions from school. Awarded once per semester.
 - Service Ribbon - Awarded at the SASI's discretion for distinctive performance (eight hours) 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. Awarded once per semester.
 - 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 Health and Wellness Ribbon. All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze Star device. If a cadet earns a percentile score of 85-95 they will receive a second Health and Wellness Ribbon and wear a Silver Star. If they receive a 96-100 percent they will receive a second Health and Wellness Ribbon and they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS. Awarded once per semester.
17. Recruiting Ribbon - Presented to each cadet who recruits two or more students into AFJROTC, or participates in two or more recruiting missions, showcase night, or the Hot Chili Cool Cars recruiting booth.
- Activities Ribbon - Awarded for participation in co-curricular activities other than those that qualify for the *Color Guard*, *Drill Team*, and *Special Teams Competition* ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI awards this ribbon using locally developed criteria which must be included in the Cadet Guide or unit Operating Instruction. Awarded once per semester.
 - Attendance Ribbon - Cadets will be eligible for this ribbon if they do not have more than 3 unexcused absences. Awarded once per semester.
 - Dress and Appearance Ribbon - Cadets will be eligible for this ribbon if they wear their uniform on the uniform day 100% of the year. Awarded once per semester.

- Longevity Ribbon - Awarded for completion of each AS year. Awarded once per semester.
- 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. SASIs may award this ribbon based on local criteria.

Devices

1. Bronze Oak Leaf Clusters are presented to cadets who are receiving a ribbon for the 2nd, 3rd, 4th and/or 5th time.
2. Silver Oak Leaf Clusters are presented to cadets who are receiving a ribbon for the 6th time.

Civil Air Patrol (CAP) Ribbons

Only five CAP ribbons may be worn on the AFJROTC uniform. These awards include:

- General Carl Spaatz Award
- General Ira C. Eaker Award
- Amelia Earhart Award
- General Billy Mitchell Award
- General J. F. Curry Award

Medals

Medals are authorized for wear only at specified formal occasions, such as Military Ball or color guard events, where cadets may wear both the ribbon and the medal at the same time. Medals are usually worn on the Service Dress uniform.



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

Air Force JROTC Gold Valor Award	Air Force JROTC Silver Valor Award	Cadet Humanitarian Award	Silver Star Community Service with Excellence Award	Community Service with Excellence Award	Air Force Association Award
Daedalian Award	American Legion Scholastic Award	American Legion General Military Excellence Award	Daughters of the American Revolution Award	American Veterans Award	Reserve Officers Association Award
Military Order of World Wars Medal	Military Officers Association Award	Veterans of Foreign Wars Award	National Sojourners Award	Sons of the American Revolution Award	Scottish Rite, Southern Jurisdiction Award
Military Order of the Purple Heart	Air Force Sergeants Association	Sons of Union Veterans of the Civil War	Sons of Confederate Veterans H.L. Hunley Award	Tuskegee Airmen Inc. AFJROTC Cadet Award	The Retired Enlisted Association Award
Celebrate Freedom Foundation Award	National Society United States Daughters of 1812	Air Commando Association Award	Non-Funded National Award	Distinguished Unit Award With Merit	Distinguished Unit Award
Outstanding Organization Award	Outstanding Flight Ribbon	Top Performer Award	Outstanding Cadet Ribbon	Leadership Ribbon	Achievement Ribbon
Superior Performance Ribbon	Academic Ribbon	Leadership School Ribbon	Special Teams Competition	Orienteering Ribbon	Co-Curricular Activities Leadership Ribbon
Drill Team Ribbon	Color Guard Ribbon	Sabre Team Ribbon	Marksmanship Ribbon	Good Conduct Ribbon	Service Ribbon
Health and Wellness Ribbon	Recruiting Ribbon	Activities Ribbon	Attendance Ribbon	Dress and Appearance Ribbon	Longevity Ribbon
Bataan Death March Memorial Hike Ribbon	Patriotic Flag Ribbon	Gen Carl A. Spaatz Award (CAP)	Gen Ira C. Eaker Award (CAP)	Amelia Earhart Award (CAP)	Gen Billy Mitchell Award (CAP)
		Gen J. F. Curry Award (CAP)			

Version: 1 August 2015

AFJROTC Insignias and Badges

Insignias and badges are awarded to cadets in recognition of various achievements within the AFJROTC program.

- Ground School Badge - Awarded for completion of the honors ground school curriculum option or completion of an aviation ground school program prescribed by the FAA. Seniors may wear the badge after the first semester if they are receiving a passing grade.
- Flight Solo Badge - Awarded to any cadet possessing a solo flight certificate signed by an FAA-certified flight instructor for either powered or non-powered aircraft.
- Flight Certificate Badge - Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.
- Awareness Presentation Team Badge - Awarded for participation in an Awareness Presentation Team.
- Kitty Hawk Air Society Badge - Awarded to cadets who are members of the Kitty Hawk Air Society. The Kitty Hawk charter should spell out the requirements for entry into the society.
- Distinguished AFJROTC Cadet Award Badge - This award consists of a certificate and the Distinguished AFJROTC Cadet Badge. The award recognizes one outstanding second-year cadet (third year cadet in a four 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 should hold the following awards prior to selection:

- ◆ Leadership Ribbon
- ◆ Academic Ribbon
- ◆ Achievement Ribbon
- ◆ Co-Curricular Activities Ribbon
- ◆ Superior Performance 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 GPA with no grade below a "C" on their transcript. The individuals must be recommended by the SASI.
- Model Rocketry Badge - Awarded to cadets who have fulfilled model rocketry program requirements.

AIR FORCE JUNIOR ROTC BADGES



LAPEL INSIGNIA
(METAL)



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



FLIGHT CAP
AND BERET
INSIGNIA



SERVICE CAP
INSIGNIA



OFFICERS
SERVICE CAP
INSIGNIA



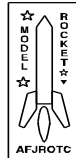
GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



MODEL ROCKETRY
BADGE



AWARENESS
PRESENTATION
TEAM BADGE



DISTINGUISHED
AFJROTC
BADGE



ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS



KITTY HAWK
AIR SOCIETY
BADGE



AEF BADGE



SHOULDER TABS

HOW DO YOU GET YOUR DECORATIONS?

Each cadet must submit a Request letter to the Cadet Awards and Decorations Officer near the end of the academic semester (dates will be announced regularly), stating the awards and / or decorations he/she believes he / she has qualified for.

A sample decorations request letter has been provided as a guide at the end of this chapter. It is each cadet's responsibility to submit their own letter – failure to do so, will result in the cadet not receiving their decorations. Decorations will not be given retroactively, so ensure you plan accordingly to ensure you are recognized for your efforts. Decorations Request letter "DUE DATES" are projected far enough in the future for all cadets to gather the necessary documentation to validate their request for an award. This is a lesson in responsibility!

ORDER OF PRECEDENCE FOR RIBBONS: Ribbons will be worn over the left breast pocket from top / right to bottom left of the wearer in descending order of importance. (**See ribbon chart for correct placement of ribbons**)

DEVICES: Additional awards of ribbons initially without devices are indicated by the addition of clusters. A maximum of four devices are worn on each ribbon. Silver devices are placed to the wearer's right of bronze devices. The bronze device is replaced with a silver device after receipt of the fifth bronze device. Cluster's are placed horizontally and tilted slightly downward to the wearer's right to allow a maximum of clusters and other devices on the ribbon. All devices should be tilted or none. If all devices do not fit on a single ribbon, a second ribbon should be worn. When future awards reduce devices to a single ribbon, the second ribbon is removed.

Ribbons of other Services: AFJROTC cadets are authorized to wear ribbons earned while enrolled in US Army, US Navy, US Marine Corps, or USA Coast Guard JROTC. Ribbons are grouped according to service with the order of precedence determined by the directives of each service. AFJROTC cadets will wear AFJROTC ribbons ahead of other service JROTC ribbons or awards. Other services' ribbons are grouped by service in the following order: Army, Navy, Marines and Coast Guard. Only four CAP ribbons (listed above) will be worn on the AFJROTC uniform. Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are on the AFJROTC uniform.

Simultaneous Wear of Medals and Ribbons: Medals and ribbons may be worn simultaneously for formal or semiformal, and/or special occasions of a limited nature. Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned ½ inch below bottom row of ribbons. The **routine wear** of ribbons and medal is prohibited.

Shoulder Cords: Cadets are authorized to wear one shoulder cord on the left shoulder. The cord is worn only on the short – or long sleeved light blue shirt and the service dress coat. Colors to denote different honors may be used.

EXAMPLE AWARDS AND DECORATION LETTER

20 May 2015

MEMORANDUM FOR AWARDS AND DECS OFFICER

FROM: SSgt Kelly Smith (Delta Flight)

SUBJECT: Request for Award/Decoration (**[1st or 2nd] Semester**)

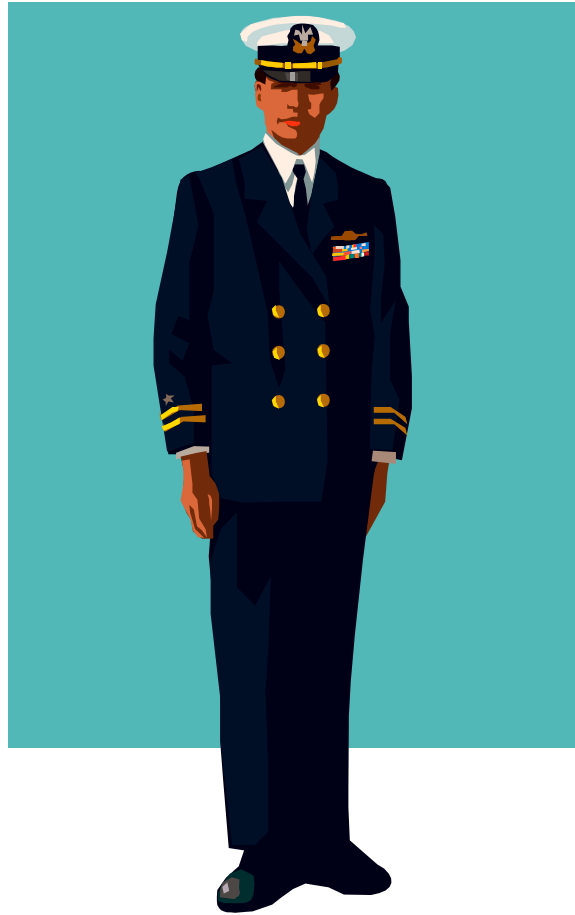
1. I have earned the following decorations for the (1st or 2nd) Semester:

- **Dress and Appearance Ribbon** – I have worn my uniforms on ALL Leadership Days. Flight Commander verifies/signs here: _____
- **Attendance Ribbon** – I have not missed one day of school, Flight Commander verifies/signs here: _____
- **Service Ribbon** w/one oak leaf cluster - I completed (20) documented hours of community service (*see attached copy*)
- **Activities Ribbon** (Basic) - I participated in the NORCAL Olympics (*be specific what NORCAL activity you participated in?*)
- **Drill Team Competition Ribbon** – I participated at NORCAL Drill Competition and we placed first.
- **Drill Team Ribbon** – I participated in 100% of all Drill teams. I was a member of the NORCAL and Titan Drill Teams. (2d Semester Award)

2. I am currently passing my AFJROTC class and feel I've worked hard and am eligible for award of the above listed decorations. Thanks for your consideration.

(Sign your Name)
KELLY A. SMITH, C/SSgt
Delta Flight
CA-954th Cadet Group

Chapter 13



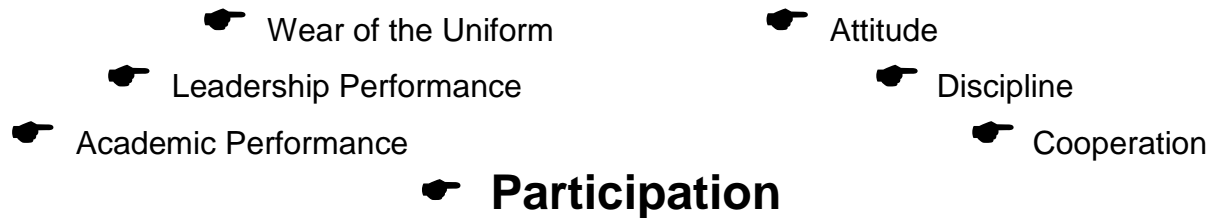
Cadet of the Semester

CHAPTER 13

CADET OF THE SEMESTER

1. The purpose of the Cadet of the Semester Award is to recognize individual cadets who have demonstrated Leadership Potential, Esprit de Corps and participates in Cadet Corps activities.

2. **CRITERIA:**



3. At the end of every semester, one cadet from each class level (freshman, sophomore, junior, and senior) will be chosen, based on the criteria listed in *Paragraph 2*, for the cadet of the semester award.

a. Selection will be made by the SASI/ASI with input from the Special Assistant/Group Commander.

b. The Squadron Commanders will nominate cadets to the Group Commander based on input from their respective flight commanders for each AS level. (*In writing to the SASI/ASI*)

3. A special cord will be worn the entire semester. If the chosen cadet has a cord, the Cadet of Semester cord will take priority.

4. Of those selected as Cadet of the Semester one *MAY* be chosen to represent the CA-954 at the NORCAL Cadet of the Semester Board. This individual is selected by the SASI/ASI.



Chapter 14

Physical Training



The Presidential Fitness Test



CHAPTER 14

Physical Fitness / Wellness Training Program (*Staying fit is THE healthy choice!*)



Fitness - Physical fitness is a key component of the JROTC program. Regular activity has a number of proven, positive health effects to include mental-health benefits, like relieving stress and anxiety. Cadets are encouraged to establish physical fitness routines outside of JROTC that supplement the JROTC fitness program. Cadets are expected to display enthusiasm, sportsmanship, motivation, and positive attitude during fitness activities. They are also expected to offer encouragement and treat fellow cadets with respect during all fitness activities.

Fitness Grading - Cadets will be graded on attitude, participation, and wear of the Air Force PT uniform. Cadets are not graded on how fast they can run or how many exercises they can complete. Friday is the designated physical training (PT) day for JROTC. Cadets are expected to wear AFJROTC-issued PT uniform in during PT, which includes T-Shirt, trunks, sweat shirt, sweat pants and suitable athletic footwear for class. Cadets should arrive in uniform ready for PT. If time does not permit cadets to change into their PT gear, time will be allotted to change before PT activity begins.

Cadets are also expected to maintain standard hygiene by washing their PT uniform on a regular basis to remove body odor from the uniform. Cadets will not mix JROTC PT uniform items with school PE gear. Non-wear of the complete JROTC PT uniform and non-participation in PT will result in points being deducted from a cadet's overall PT grade. There is no partial credit for wear of a portion of the PT uniform. Cadets must wear the entire uniform (tops and bottoms) to receive full credit for PT uniform wear.

FITNESS ASSESMENT

Fitness Assessments - JROTC conducts official fitness assessments twice during each academic school year, once in the fall and once in the spring. The fall assessment establishes a cadet's fitness baseline and goals, while the spring assessment determines an individual cadet's improvement over the academic year. The assessment is based on the "**Presidential Physical Fitness Test**". Test requirements comprise the following 5 events:

- **Curl ups**
- **Endurance 1 mile run / walk**
- **Pull-Ups (right angle pushups or flex arm hang)**
- **Shuttle run**
and
- **V-Sit reach flexibility test.**

The fitness assessment is not a graded evaluation, however, it is used to determine award of the Health and Wellness Ribbon and devices. Additional devices for the Health and Wellness Ribbons is accomplished by achieving the below listed Presidential Fitness milestones for award of either a bronze, silver or gold star. In addition the cadet that improves the most from the fall assessment to the spring assessment will receive the Health and Wellness "**Most Improved Certificate**". All cadets will receive a standard Health and Wellness ribbon for **active participation** in the Wellness Program.

- The **bronze star** device will be awarded to cadets scoring in the **75 to 84** percentile of the fitness assessment.
- The **silver star** device will be awarded to cadets scoring in the **85 to 95** percentile of the fitness assessment.
- The **gold star** device will be awarded to cadets scoring in the **96 to 100** percentile of the fitness assessment.

The Physical Fitness Test

Physical Fitness Scoring Table

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

Endurance 1 Mile Run / Walk Test

The purpose of the Endurance 1 Mile Run/Walk is to measure the heart / lung endurance.

Testing should be conducted over a one-mile distance. Students will begin running when the testing official gives the command “Ready, Go”. Walking may be interspersed with running however, students should be encouraged to cover the distance in as short a time as possible.

Testing should be on a large enough running area so that no more than eight laps are necessary to complete the mile distance. Help participants learn proper pacing for the mile by having them run at the mile pace for short distances during warm-up time. If you are not using a track that is measured in miles, then you will need to convert from that measurement into miles. Refer to the conversion chart below for converting to miles when using a 400 meter track or 440 yards.

Prior to testing students, review each student’s health status before administering this test. Give students ample instruction on how to pace themselves. Allow them to practice running this distance against time, as well as sufficient time for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.

Distance Conversion

On a 400 meter track

- 1 mile = 4 laps + 9 meters
- 3/4 mile = 3 laps + 6.75 meters
- 1/2 mile = 2 laps + 4.5 meters
- 1/4 mile = 1 lap + 2.25 meters



On a 440 yard track

- 1 mile = 4 laps
- 3/4 mile = 3 laps
- 1/2 mile = 2 laps
- 1/4 mile = 1 lap

Shuttle Run

The purpose of this event is to measure the student's speed, quickness and agility.

Shuttle Run Testing

The testing area should be set up so that two cones are placed parallel 30 feet apart. Students will start behind opposite lines. When the testing official commands "Ready? Go!", each student will run to their respective cone, turn around, and return to their starting lines.

Shuttle Run Tip

Be sure the participants understand the importance of running through the finish line.

Shuttle run scoring

Scoring is recorded to the nearest tenth of a second.



Curl-Ups (or partial curl-ups)



1. Start Position
(Curl-up #1)



2. Up Position



3. Completion Position

The purpose of this event is to measure abdominal strength and endurance.

Curl-up Testing

Students should lie on a cushioned, clean surface with knees flexed and feet about 12 inches from buttocks. Have the student's partner hold the student's feet to prevent movement.

Have students cross their arms with hands placed on opposite shoulders and elbows held close to chest. Student should keep this arm position until timing has ended. Student will raise their trunk curling up to touch elbows to thighs and then lowers the back to the floor so that the shoulder blades touch the floor to complete the cycle for one curl-up. The event timing will start when the testing official calls out the command "**Ready, Go!**". The exercise will be timed for one (1) minute at which time the timing official will give the student the command to "**Stop**"!!

Curl-up Tip

Instruct helpers to count aloud the number of repetitions completed by the student.

Curl-up Scoring

"**Bouncing**" off the floor is not permitted. Curl-ups should be counted only if performed correctly. Students may only rest in the up curled ("up") position.

Partial Curl-up Testing

Have student lie on cushioned, clean surface with knees flexed and feet about 12 inches from buttocks. **Do not hold or anchor the feet.** Arms are extended forward with fingers resting on the legs and pointing toward the knees. The student's partner is behind the head with hands cupped under the student's head. The student being tested curls up slowly sliding the fingers up the legs until the fingertips touch the knees, then back down until the head touches the partner's hands.

A metronome (or audio tape, clapping, drums) can be used as an aid with one complete curl-up being accomplished every three seconds. Curl-ups are continued until the student can do no more in rhythm (has not done the last three in rhythm) or has reached the target number for the test.

Partial Curl-up Tip

Ensure that the student's arm is fully extended from the starting position.

Partial Curl-ups Scoring

Record only those curl-ups done with proper form and in rhythm.

Partial Curl-up Rationale

Done slowly with knees bent and feet not held, the partial curl-up is a better indicator of abdominal strength and endurance than the timed curl-ups.



Pull Ups

The purpose of this activity is to measure upper body strength and endurance.

Pull-ups Testing

The student will utilize a horizontal “pull-up” bar at a height that the student can hang from with arms fully extended and feet free from floor. Student can utilize either an overhand grasp (palms facing away from body) or underhand grip (palms facing toward body). Short statured students may be lifted to starting position.

The test will commence with the student’s arms fully extended. The student will then raises their body until the chin clears the bar and then lowers body to full-hang starting position. Student will then perform as many correct pull-ups as possible.

Pull-ups Tips

Student should spend as little time hanging from the bar beforehand as possible because the extra time on the bar may reduce the number of pull-ups performed. Discourage any leg kicking or body swinging as this may also decrease the number of repetitions.

Pull-ups Scoring

Pull-ups should be done in a smooth rather than jerky motion. Kicking or bending the legs is not permitted and the body must not swing during the movement.



(1) Start Position



(2) Up Position



(3) Completion Position (Pull up #1)

Flex Arm Hang

The purpose of this activity is to measure upper body strength and endurance.

Students who can't do one pull-up or want an alternative to the pull-ups or right angle push-ups may do the Flexed-Arm hang in order to complete the Presidential Physical Fitness requirements. To qualify for additional devices for your Wellness Ribbon, students are required to do accomplish pull-ups (flex arm hang) or right angle push-ups.

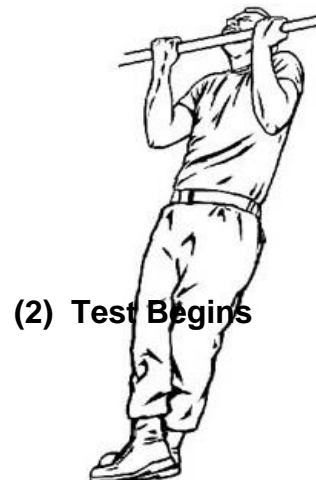
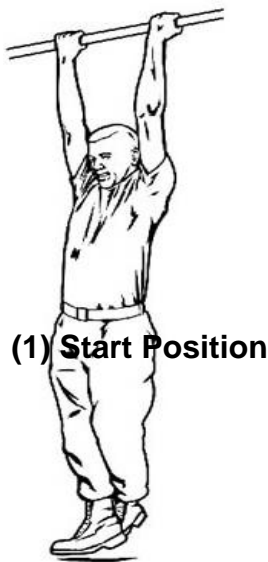
Students may use either an overhand grasp (palms facing away from body) or underhand Grip (palms facing toward body), student assumes flexed-arm hang position with chin clearing the bar. Students may be lifted to this position. Student holds this position as long as possible.

Flexed-arm Hang Tip

Rather than doing a pull-up to start, lift the participant to the starting position. This decreases any extra exertion and may possibly increase the length of time.

Flexed-arm Hang Scoring

Chest should be held close to bar with legs hanging straight. Timing is stopped when student's chin touches or falls below the bar.



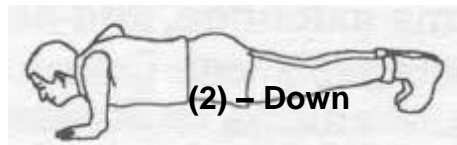
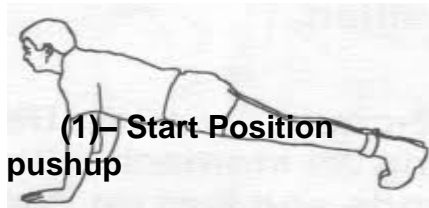
Right Angle Push Up

The purpose of this activity is to measure upper body strength and endurance.

To start the test student start in the standard push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart approximately 2-4 inches) with the toes supporting the feet.

Keeping the back and knees straight, the student then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. A partner holds her / her hands at the point of the 90-degree angle so that the student being tested goes down only until his / her shoulders touch the partner's hand, then back up.

A metronome (or audio tape, clapping, drums) may be used as an aid for the push-ups. The push ups are done to a rhythm of one complete push-up every three seconds, and are continued until the student can not accomplish any more at the required pace. The student should remain in motion during the entire three second interval.



+

V-Stretch

This testing activity is used to measure flexibility of the lower back and hamstrings.

To begin testing the testing area should be set up as follows:

- A straight line two feet long is marked on the floor as the baseline.
- A measuring line four feet long is drawn perpendicular to the midpoint of the baseline extending two feet on each side and marked off in half-inches. The point where the baseline and measuring line intersect is the “0” point.

The student should remove shoes and sit on the floor straddling the measuring line with

The soles of his /
immediately
heels should be
Student will then
top of each other,
measuring line.
flat by a partner,
slowly reach as
keeping fingers
line and feet



her feet placed
behind baseline,
8-12 inches apart.
place their hands on
palms down on the
With their legs held
the student will
far forward possible,
on the measuring
flexed. After three

practice tries, the student will hold the fourth reach for three seconds while that distance is recorded.

V-sit Reach Tip

Students will be at their most flexible condition after a warm-up run. Best testing results may occur immediately after performing the endurance run.

V-sit Reach Rules Legs must remain straight with soles of the feet held perpendicular to the floor (feet flexed). Students should be encouraged to reach slowly rather than “bounce” while stretching. Scores, recorded to the nearest half inch, are read as plus **scores for reaches beyond baseline**, **minus scores for reaches behind the baseline**.

CHAPTER 15

Human Dignity Policy

1. **Discrimination**- No cadet will discriminate against another student on the basis of sex, race, nationality or other means. All cadets in the corps will respect the rights of every student. Additionally, any comment made by a cadet that is racially or sexually offensive to another student, or one that is made in a classroom environment, is considered unacceptable/inappropriate and will not be tolerated. Any decision that is made by a Cadet Leader that is sexually or racially based is strictly forbidden.
2. No comments or actions against another cadet, to include “character assassination”, “bullying” (physical, verbal, mental or cyber), or any attempt to impugn the dignity of a fellow cadet, will not be tolerate. Any such communication includes social networking and text messaging which also constitutes a policy violation. This includes actions communicated with other cadets about an individual without the knowledge of the cadet who is being spoken about (i.e., “talking beind another cadet’s back”).
3. **Respect for Property**- Cadets will respect the personal property of other students and that of the corps. Knowingly, unknowingly or, condoning the defacing, altering, destruction or stealing of the personal property of others or that of the corps is strictly forbidden.
4. **Hazing**- Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm: hazing is strictly forbidden. Requirng cadets to perform push-ups or any other physical activity as punishment are forbidden by cadets as well.
5. **Harrassment** – Actions such as harassment, improper or abusive language (including via emails, social networking, text messaging, or anonymous letters), and coercion of lower class cadets for personal gain (or for the purposes of harassment) is strictly forbidden. Misuse of authority will not be condoned nor tolerated.
6. **Rumors**- Spreading rumors about anoher cadet or an instructor (whether they are true or false), or what another cadet and/or instructor has spoken and/or written is wrong and will not be tolerated. Additionally, comments degrading the personality and/or character of a fellow cadet and/or an instructor will not be tolerated to include talking behind another cadet’s and/pr instructor’s back (this is otherwise known as backstabbing).
7. **Personal Display of Affection (PDA)**- PDA between cadets or between a cadet and non-cadet in the classroom, outside the classroom, during class time, and during official AFJROTC activities on or off campus will not be tolerated whether or not the cadet(s) are in or out of uniform. This type of behavior is detrimental to corps morale and is not conducive to the image of AFJROTC.

CHAPTER 16

GENERAL CADET KNOWLEDGE

PRIDE

*Pride is what represents our self-respect--
the way we feel about ourselves despite what is being said.*

Pride is what we feel inside

It can't always be detected in outside appearance.

It's that inner drive.

Pride is the feeling that can't be described.

You contain it, but the correct word never comes to mind.

You become filled with it at moments like these:

graduation days, passing exams, and Fourth of July festivities.

*But most of all I can say that pride is felt
more than ever every Leadership Day.*

It's something about the uniform that does it every time.

*It gives me so much pride,
that I believe it can be seen on the outside.*

It's displayed by everyone...not only me.

I represent the pride of everyone in the military--

the PRIDE of the ones before me,

the PRIDE of the ones in it with me,

and the PRIDE that will belong to the ones yet to come after me.

Thanks to: Cadet Sherree Whittle

AFROTC Detachment 485

Rutgers University

The National Chain of Command

The Honorable : _____
President of the United States / Commander-In-Chief

The Honorable: _____
Vice President of the United States

The Honorable: _____
Secretary of Defense

The Honorable: _____
Secretary of the Air Force

General / Admiral: _____
Chairman, Joint Chiefs of Staff

General: _____
Chief of Staff, United States Air Force

Chief Master Sergeant: _____
Chief Master Sergeant of the Air Force

Local Chain of Command

Principle, Whitney High School: Mr. Justin Cutts

Senior Aerospace Science Instructor (SASI): Colonel Fernandez

Aerospace Science Instructor (ASI): Senior Master Sergeant Barber

Special Assistance to the SASI: Cadet / _____

Group Commander: Cadet/ _____

Deputy Group Commander: Cadet / _____

Operations Commander: Cadet / _____

Deputy Operations: Cadet / _____

Squadron Commander: Cadet / _____

Vice Squadron Commander: Cadet / _____

Squadron First Sergeant: Cadet / _____

Flight Commander: Cadet / _____

Flight Sergeant: Cadet / Master Sergeant: _ _____

Flight Logistic NCO: Cadet / Staff Sergeant: _____

Element Leader: _____

AFJROTC CODE OF HONOR

We pledge ourselves to:

- A** - Act according to all AFJROTC standards.
- I** - Ignite Esprit de Corps and unity among fellow cadets.
- R** - Respect our teachers, appointed officers and classmates, as well as our AFJROTC and school's property.
- M** - Manifest in life the high principles our school offers.
- A** - Appreciate and recognize the sacrifice our parents / guardians have made to further our education, and show them all due respect and gratitude.
- N** - Nurture and grow as cadets throughout our high school careers.

Air Force ROTC Core Values

Integrity First

Integrity is essential. It's the inner voice, the source of self-control, the basis for the trust that is imperative in today's military. Doing the right thing when nobody's looking.

Service Before Self

Military service is not just another job. It's an uncommon profession that calls for people of uncommon dedication. A leader unwilling to sacrifice individual goals for the good of the unit cannot convince other unit's members to do so.

Excellence in All We Do

Our mission often involves the risk of human life and, sometimes, national survival. The obligation to excel is a moral obligation for a professional military force.

Standards of Accountability

Uniformly Known

Consistently Applied

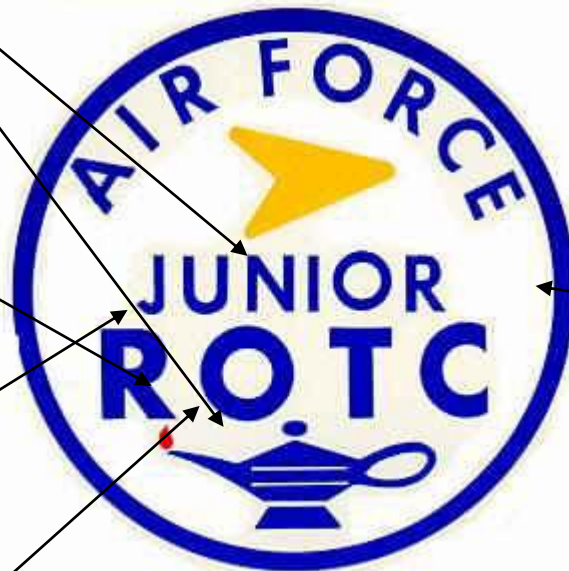
Non-selectively Enforced

AFJROTC Patch (SYMBOLS / COLORS)

"WHAT DO THEY MEAN"

The **yellow arrow** is a stylized aircraft; it's a timeless design that doesn't limit itself to airplanes or a particular period. The direction it points to is the future. It depicts high technology, supporting the goal of aerospace education and careers in aerospace. Also, some active duty units have adopted the design from AFJROTC.

The **Lamp of Knowledge** has a lit Lamp (red flame), is significant in that from traveling life's journey in "The colors of an emblem often always secondary to the The official Air Force colors of Force Yellow, normally appear in represents "the sky", the primary operations, while Air Force **yellow** the excellence required of Air The **white color** innocence, perfection, purity, truth, The red color represents the courage, hardiness, liberty, patriotism, planet Mars, sentiment, fire), and zeal.

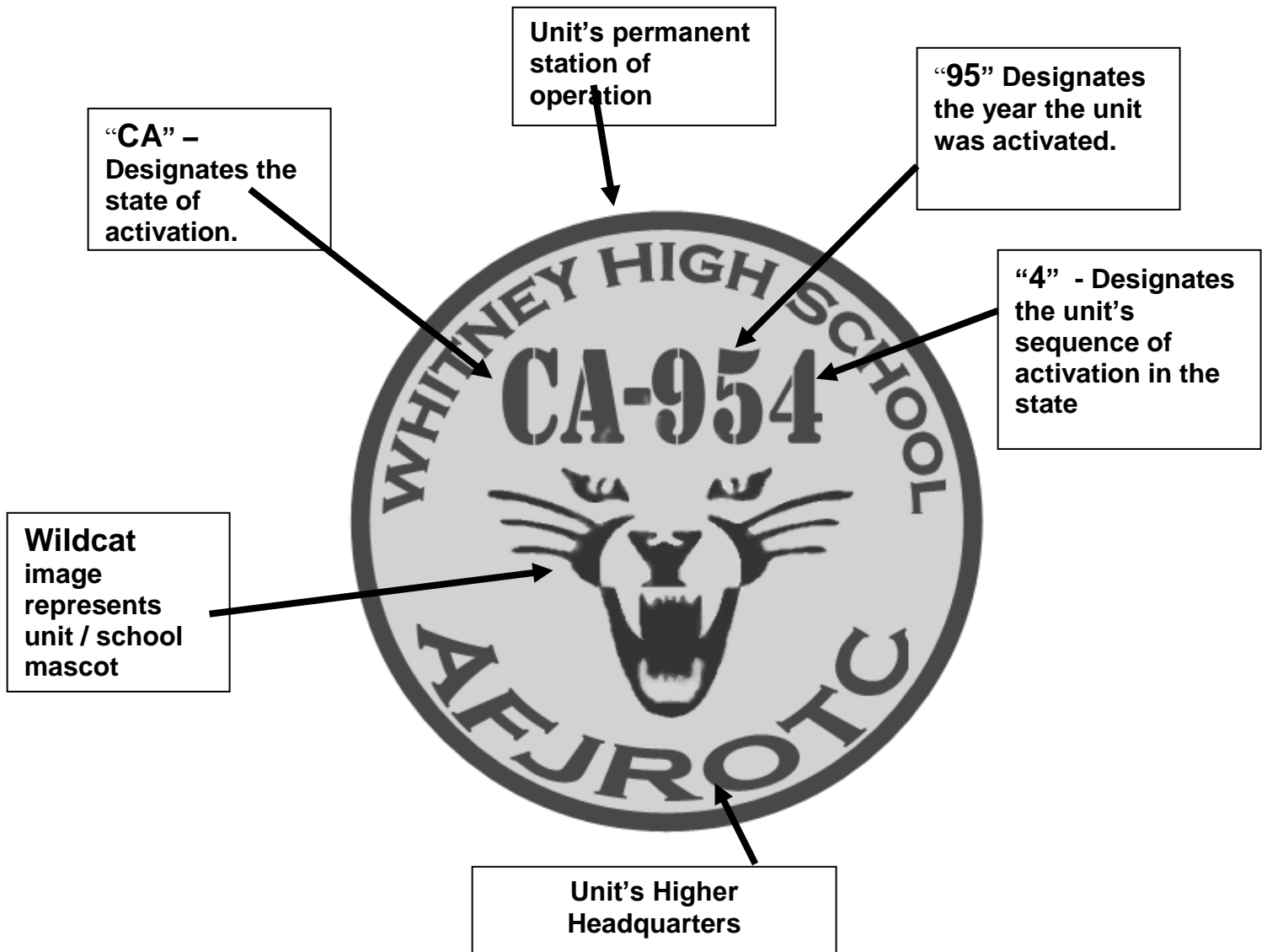


longstanding tradition. The knowledge prevents one ignorance (darkness), have significance but that is symbolism of the emblem. **Ultramarine Blue** and Air the design. The blue theater of Air Force represents "the sun" and Force personnel." represents daylight, and wisdom. blood of life, boldness, Christ, magnanimity, passion, strength, valor, warmth (of

The **disc shape** is used because the AFJROTC organization is not a group or higher organization authorized its own flag. Flag-bearing organizations display their coat of arms on a modified heater-shaped shield. This information is provided from previous research into the heraldry of the Air Force Junior ROTC emblem and the Air Force Historical Research Agency.

"The ROTC Patch symbolizes "Aerospace Knowledge."

UNIT DESIGNATOR PATCH



“The Unit Designator Patch symbolizes that the CA-954 was the fourth unit established in the state of California in the year 1995.”

Significance of the Air Force Seal *

Official Colors. The official colors of ultramarine blue and Air Force yellow appear predominately on the Air Force Seal. The circular background of the seal is ultramarine blue. The trim is Air Force yellow.

The coat of arms in the seal has two parts, the crest and the shield.

The Crest

Eagle. The American bald eagle symbolized the United States and its air power and appears in its natural colors.

Wreath. The wreath under the eagle is made up of six alternate folds of metal (white representing silver) and light blue.

Cloud Formation. The white clouds behind the eagle show the start of a new sky -- the Department of the Air Force.

The Shield

The shield, below the eagle, is divided into two parts by a nebulous line representing clouds. The top part bears an AF yellow thunderbolt with flames in natural colors that show striking power through the use of air and space. The stars represent the original 13 colonies. The yellow Roman numerals represent 1947, the year the Air Force was established.



Phonetic Alphabet

Alpha

Juliet

Sierra

Bravo

Kilo

Tango

Charlie

Lima

Uniform

Delta

Mike

Victor

Echo

November

Whiskey

Foxtrot

Oscar

X-ray

Golf

Papa

Yankee

Hotel

Quebec

Zulu

India

Romeo



wildcats

Flag Etiquette

In uniform and outdoors, but not in formation, all personnel will come to attention, face the flag and salute. If the flag is not in view, personnel will come to attention, face the music, and salute. The salute is always held until the music has stopped. If in formation, the commander of the formation will give appropriate orders for rendering respect.

In uniform and indoors, no salute is given. Instead, when the music is played, all personnel will come to attention and face the flag or music.

In civilian clothing, indoors or outdoors, personnel will come to attention and face the flag or music. No military salute is rendered. The right hand may be placed over the heart. Civilian hats, if worn, should always be removed and placed in the right hand to cover the heart.



Outdoors to an Escorted Flag If you are at an outdoor event in uniform and an uncased flag is escorted past you, face the flag, stand at attention, and render a salute. The salute is rendered six paces before the flag reaches you and is held until the flag has passed six paces beyond you.

By Vehicles Passengers When on a military base, all vehicles must come to a complete stop at the first sound of “To the Colors” or the National Anthem. All occupants should sit at attention until the music stops.

Flags on a Stationary Flagstaff are not saluted except during reveille (raising the flag in the morning) and retreat (lowering the flag in the evening.)

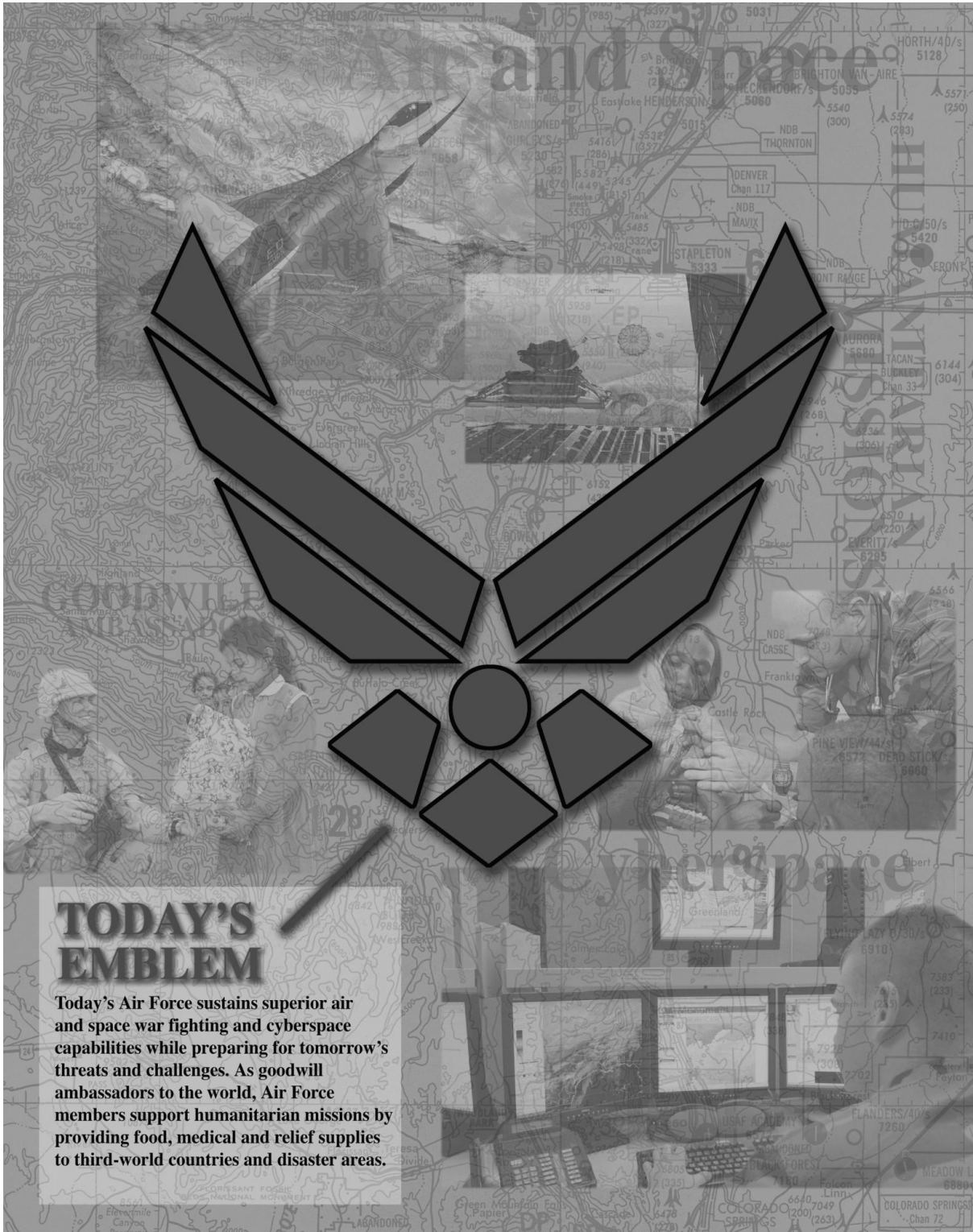
Disrespect to the Flag

The flag is never dipped in salute, displayed with the union stars down, or permitted to touch the ground under any circumstances. If the flag is to be used as a casket cover, nothing is to be laced on top of it.

Disposal of the Flag

When a national flag is worn out, it should be destroyed with respect by first cutting the blue field from the flag, then cremating the two pieces. This ceremony should be done privately.





TODAY'S EMBLEM

Today's Air Force sustains superior air and space war fighting and cyberspace capabilities while preparing for tomorrow's threats and challenges. As goodwill ambassadors to the world, Air Force members support humanitarian missions by providing food, medical and relief supplies to third-world countries and disaster areas.



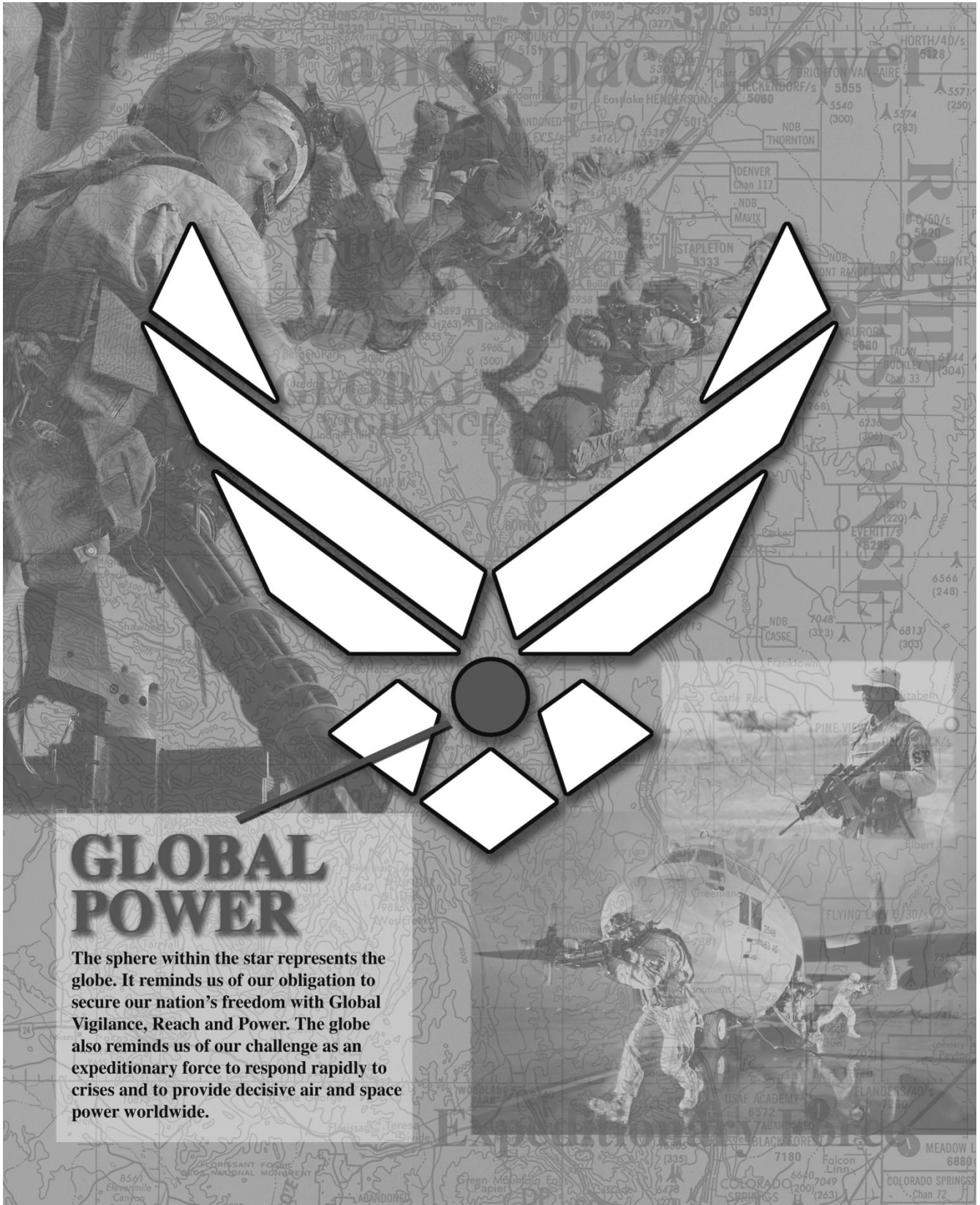
AIR & SPACE POWER

The stylized wings represent the stripes of our strength — the enlisted men and women of our force. They are drawn with great angularity to emphasize our swiftness and power, and they are divided into six sections, which represent our distinctive capabilities — air and space superiority, global attack, rapid global mobility, precision engagement, information superiority, and agile combat support.



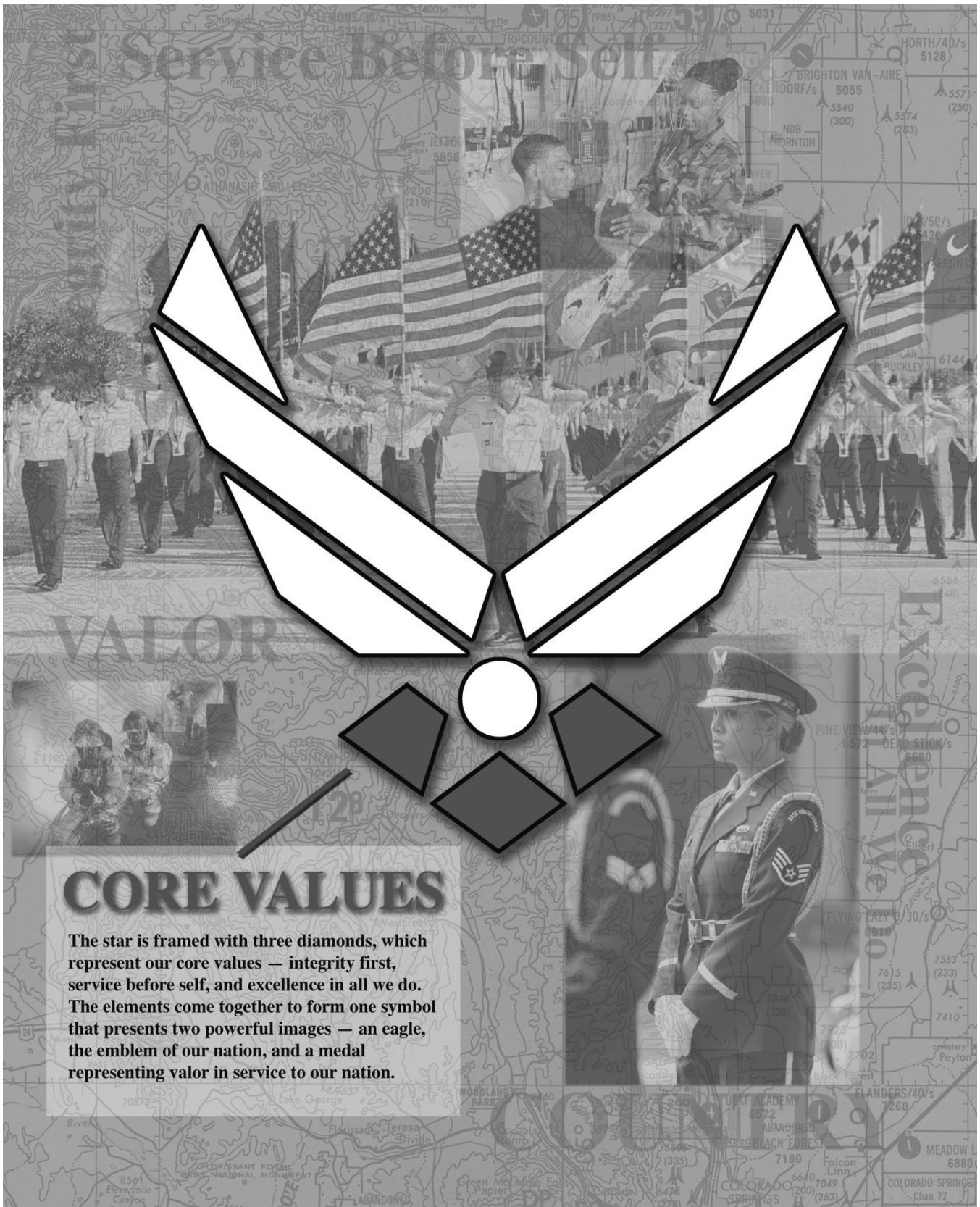
ONE FORCE ONE FAMILY

The area surrounding the sphere takes the shape of a star. The star has many meanings. Its five points represent the components of our one force and family — our active duty, civilians, Guard, Reserve and retirees. The star symbolizes space as the high ground of our nation's air and space force. The rallying symbol in all our wars, the star also represents our officer corps, central to our combat leadership.



GLOBAL POWER

The sphere within the star represents the globe. It reminds us of our obligation to secure our nation's freedom with Global Vigilance, Reach and Power. The globe also reminds us of our challenge as an expeditionary force to respond rapidly to crises and to provide decisive air and space power worldwide.



CORE VALUES

The star is framed with three diamonds, which represent our core values — integrity first, service before self, and excellence in all we do. The elements come together to form one symbol that presents two powerful images — an eagle, the emblem of our nation, and a medal representing valor in service to our nation.

Chapter 17



In order to fly precision formation, one must have discipline. It all starts with “Drill”. Drill teaches an individual self-discipline and the ability to execute instructions in the face of adversity. “A precision team cannot be successful unless all its members are dedicated to achieving their common goal of precision airmanship”.

Basic Drill

Basic Stationary and Marching Movements

Drill and ceremonies is an important part of AFJROTC training. All Aerospace Science cadets are required to learn basic drill procedures in order to increase their leadership abilities. A basic tenant of that training is learning how to follow and execute drill commands when directed. We will spend a significant amount of time on the “**Drill Pad**” developing and perfecting your knowledge of drill movements and developing an aptitude to command and drill a flight. The primary reference document for this phase of leadership training is **Air Force Manual (AFMAN) 36-2203 - Drill and Ceremonies**. The following terms and definitions are provided to assist you in mastering the basic rigors of drill. Your upper class cadets are eager to assist you in your quest to become the best. Our reputation as one of the premier drilling units in Northern California all starts with learning the basics. ***If you want to be part of our elite Drill Teams, “Learn and Master the Basics”!!!!***

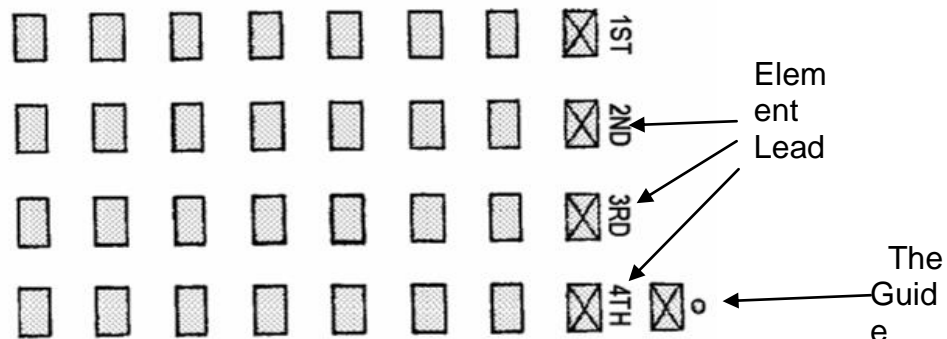
Basic Drill Terms

Alignment – Dress and cover

Base – The element on which a movement is planned, regulated, or aligned. (normally the element at the far right flank)

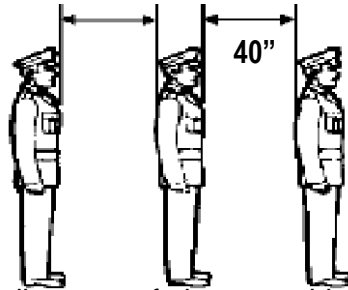
Cadence – Cadence is the uniform step and rhythm in marching that is, the number of steps per minute. Cadence is used to keep members in step with each other. Unit members should keep their heads up and watch the head and shoulders of the person directly in front of them.

Column Formation – The arrangement of elements side by side with the element leaders at the head.



Cover – Individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.

Distance – The distance between individuals in formation is 40 inches as measured from their chests to the backs of the persons directly in front of them.



Dress – Dress is the alignment of elements side by side or in line maintaining proper interval (normally one arms distance).



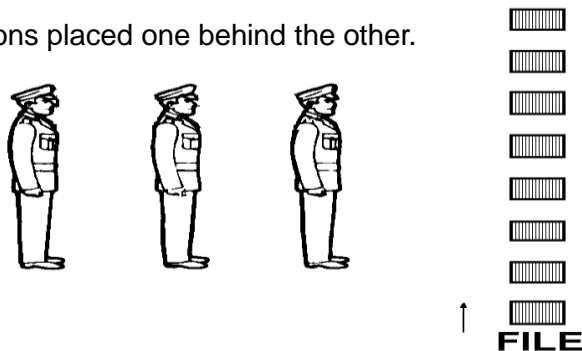
Element – An element is the basic formation when drilling. It is the smallest drill unit and is comprised of at least 3, but normally 8 to 12 individuals, one of whom is designated as the element leader.

Element Leader - The cadet at the head of each element is known as the element leader. Each element leader is responsible for ensuring each member of their element is trained and knowledgeable of all stationary and marching drill procedures.

Fall-In: This term is used to command personnel to formally assemble into their respective element, flight or squadron etc... A flight will form up centered on and three paces from the flight commander. Element leaders will fall-in first followed by the rest of the flight members. Each cadet establishes their **Dress**, **Cover**, **Interval**, and **Distance (DCID)**, and then assume the position of attention. Cadets are required to Fall-In **“without conversation (talking)”**.

Fall-Out: This command is used to formally disband the squadron, flight, or element personnel from a formation. On the command “**Fall Out**” each member of the formation will execute an “**About Face**” and depart the formation. Members are allowed to leave their position in formation, but must remain in the immediate area.

File - A single column of persons placed one behind the other.

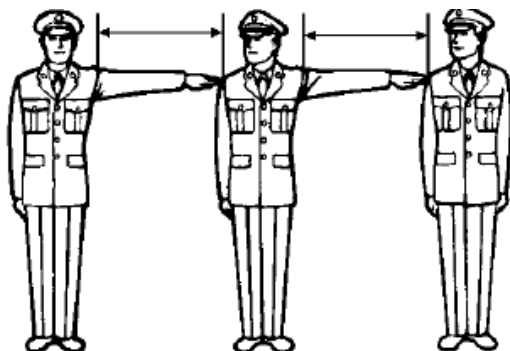


Flank - The extreme right or left (troops right or left) side of a formation in line or in column.

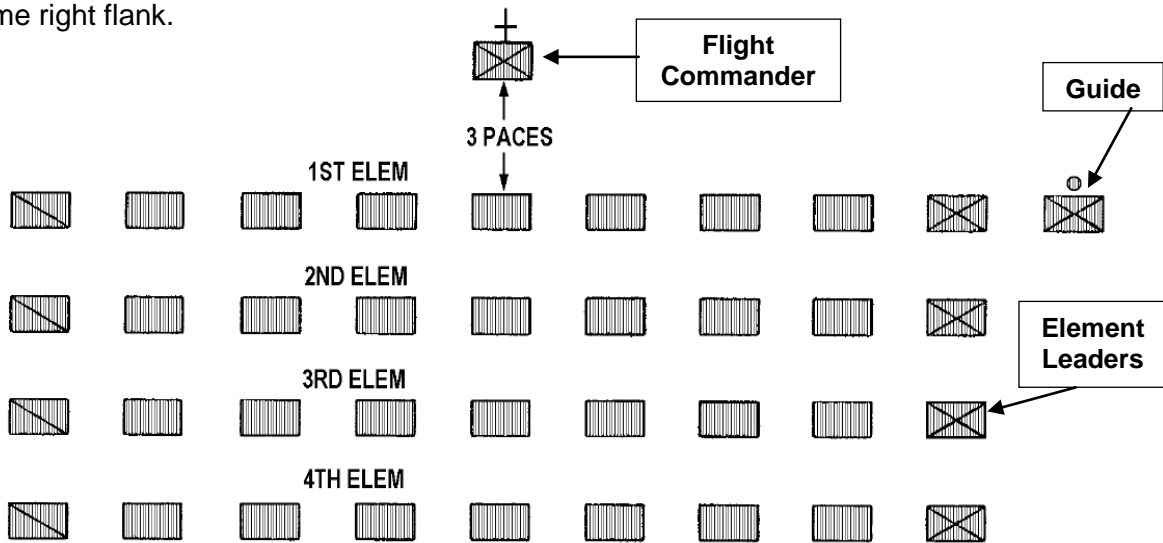
Flight - A flight is composed of at least two, but no more than four elements.

Guide - The Airman designated to regulate the direction and rate of march.

Interval - The space between individuals placed side by side. A normal interval is an arm's length.



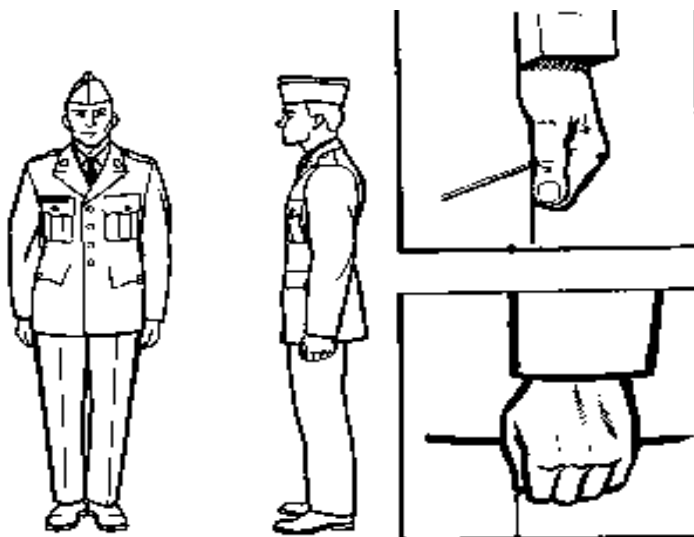
Line Formation - The arrangement of elements one behind the other with the element leaders to the extreme right flank.



Mark Time - Marching in place at a rate of 100 to 120 steps per minute. Mark time simply means to go through the movements of marching without moving. The command is normally given when it becomes necessary for members of an element or a flight to await their turn to fall into a certain designated place in a larger formation, de-conflicting the path of other formations or remaining inside an designated area.

Pace - A step of 24 inches. This is the length of a full step in quick time.

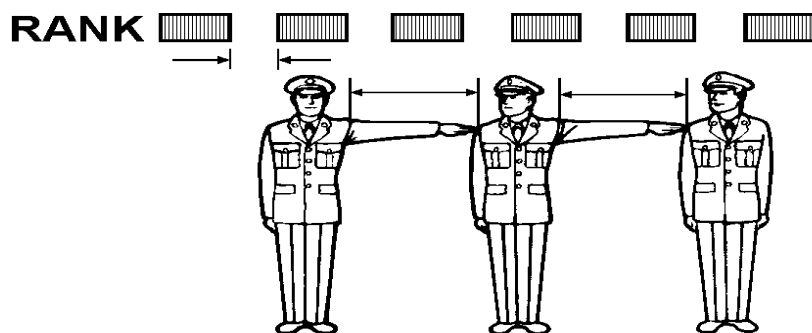
Position of Attention – To assume the position of attention, one must bring their heels together smartly. Heels should be placed as near each other as the body permits. They should be turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening knees. The body should be erect with back arched, and even. Arms should hang straight the body without stiffness, and the forearms. wrists are straight with



Thumbs should be resting along the first joint of the forefinger, along the seams of the trousers/slacks. Hands should be cupped (but not clenched as a fist) with palms facing the leg. The head is kept erect and held straight to the front with the chin slightly drawn in. The eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

Quick Time: The rate of marching at 100 to 120 steps (12 or 24 inches in length) per minute.

Rank – A single line of persons placed side by side



Snap – Snap is that extra quality in a command that demands immediate response; it expresses confidence and decisiveness. Snap indicates complete control of yourself and the situation. Leaders can achieve snap in giving commands by standing erect, breathing without effort, and speaking clearly.

Step – The distance measured from heel to heel between the feet of an individual marching.

Basic Drill and Commands

A drill command is an oral order. Most **drill commands have two parts**, the “**Preparatory Command**” and the “**Command of Execution**”. The preparatory command **explains what the movement will be** and is commonly referred to as **the thinking command**. It allows the individual performing the drill movement to form a mental picture in their mind of the movement that is about to take place. When calling a unit to attention or halting a unit's march, the preparatory command includes the unit's designation. For example, in the command “**Flight, HALT**”, the word **Flight** is the **preparatory command**. At the same time, it designates what unit or who is supposed to perform the command.

The **Command of Execution** follows the preparatory command. The command of execution explains **when the movement will be carried out**. For instance, “**Forward, MARCH**”, the **command of execution** is “**MARCH**”.

There are certain commands where the preparatory command and the command of execution are combined into one command. For example: **FALL IN, AT EASE**, and **REST**. These commands are given at a uniformly high pitch and a louder volume than that of a normal command of execution.

Supplementary Commands are given when one unit of the element must execute a movement different from the other units or must execute the same movement at a different time. Two such Supplementary Commands are **CONTINUE THE MARCH** and **STAND FAST**.

Informational Commands have **no preparatory command or command of execution**, and they are not supplementary. Two examples are **PREPARE FOR INSPECTION** and **DISMISS THE SQUADRON**.

General Rules for Commands - When giving commands, the **leader must be at the position of attention**. Good military bearing is essential for good leadership. While marching, the leader **must be in step with the formation at all times**.

The commander faces the troops when giving commands. When a command requires a unit to execute a movement different from other units (or the same movement at a different time), the subordinate commander or element leader will give a supplementary command over the right shoulder.

Supplementary Commands are given between the Squadron Commander's preparatory command and command of execution. **Example:** When the squadron commander's preparatory command is “**Squadron**”, the flight commander's supplementary command is “**Flight**”.

When flights of a squadron are to execute a movement in order, such as a column movement, the flight commander of “A Flight” will repeat the squadron commander's preparatory command. The commander of the other flights will give a supplementary command, such as **CONTINUE THE MARCH**. When the squadron commander gives the command of execution, “A Flight” will execute the movement at the command of the appropriate flight commander. Each of the following flights will execute the movement at approximately the same location and in the same manner as “A Flight”.

The command “**AS YOU WERE**” is used to revoke (cancel) a preparatory command. After the command of execution has been given and the movement has begun, give the appropriate commands to bring the element to the desired position. If a command is improperly given, the individuals will execute the movement to the best of their ability.

When giving commands, flight commanders may add the letter of their flight or their Phonetic Alphabet designator to the command, i.e. **A Flight, HALT** or **Alpha Flight, Forward “MARCH.”** When commands are given to a squadron in which one flight **stands fast** or **continues to march**, the flight commander commands **STAND FAST** or **CONTINUE THE MARCH**, as appropriate.

The preparatory command and the command of execution **are given as the heel of the foot corresponding to the direction of the movement strikes the ground**. For instance, the Preparatory Command for the command “**Column Right**” is **given on the “right foot”**. When the Command of Execution for “**Column Right**” is given, it will also be given on the “**right foot**”.

COMMON DRILL COMMANDS

About, "FACE" - While your upper body stays still, your left foot stays in place and the ball of your right foot goes about 3 inches behind the left heel. When this is accomplished, **turn 180 degrees to the right** until both heels are together and feet are pointed at a 45 degree angle.



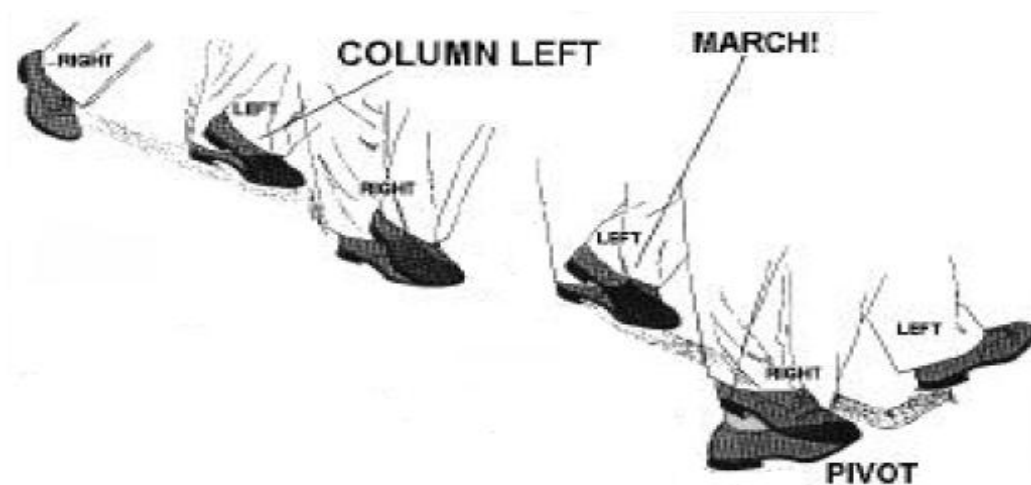
"At Ease" - When the command is executed, the right foot must remain planted and students must not speak. This means you can move around with the right foot planted, but you can not speak.

"Attention"- When this command is given, the cadet will place their heels together with their feet pointing at a 45 degree angle. He/she will cup their hands, placing their *Picture* thumbs along the seams of the trousers. Once the cadet is at attention, he/she is not permitted to move or speak unless spoken to.

Change Step, "MARCH" - This command is given when any member of a group such as an element, flight or squadron is out of step with other members of the unit or when all members of an element are out of step with other elements that compose a larger organization. The command is **"Change Step – MARCH"** - The command is given as the right foot strikes the ground. On the command of execution ("**MARCH**") each member takes one more normal 24 inch step with the left foot and then in one count, place the ball of the right foot alongside the heel of the left and suspends their arm swing. The member then shifts the weight of the body to the right foot and steps off with the left foot in a normal 24 inch step, with coordinated arm swing.

Close Ranks, "MARCH" - This command is given to close a formation where the flight's ranks have been previously opened up for inspection. The command is **Close Ranks, "MARCH"**. On the command "**MARCH**", the first rank stands fast. The second rank takes one pace forward with coordinated arm swing and halts at the position of attention. The third and fourth ranks take two and three paces forward, respectively, and halt at attention.

Column Left, "MARCH" - This command is given to turn the formation to the left while in "Column" formation. The first element leader makes a 90 degree turn to the left on the ball of the right foot, then takes a step with the left foot and begins to march at half step (12 inch step) until the next command is given "**Forward, MARCH**". The rest of the cadets in the first element do the same as the element leader, turning at the same pivot point.



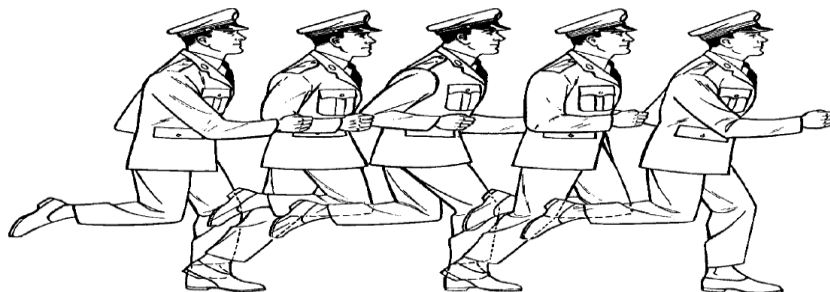
The second Element Leader makes a 45 degree turn to the left, then, takes two steps and makes another 45 degree turn. Once the turns have been completed, they continue at normal pace until the 2nd Element Leader catches up with the first element leader, at which time the 2nd element also goes to half step. The amount of steps is doubled for every element after that. **(If there is only one element, then the Element Leader still makes a 90 degree turn to the left, but stays at quick time.)**

Cover - This command is used to command individuals to align themselves directly behind the person in front of them while maintaining proper distance, dress, and interval.

Column Right, "MARCH" - This command is given to turn the formation to the right while in "Column" formation. The 4th element leader (on a 4 element formation) makes a 90 degree turn, (to the right) takes a step with the right foot, then takes up the half step until the command is given "**Forward, MARCH**". The 3rd Element Leader makes a 45 degree turn to the right, then, takes to two steps and makes another 45 degree turn. Once this is done, they continue at normal pace until the 3rd Element Leader catches up with the 4th, at which time the 3rd element also goes to half step. The amount of steps is doubled for every element. (If there is only one element, then the Element Leader still makes a 90 degree turn to the right, stays at quick time.



Double Time, "March" - This command is used to increase the rate of marching to 180 steps (30 inches in length) per minute. Every member must remain in step during this increase in pace.



Dress Right, "DRESS" - This command is used to align members of the flight while in "Line" formation. The commands are **Dress Right, "DRESS"** and **Ready, "FRONT"**. On the command "**DRESS**", everyone except the last cadet in each element raises and extends the left arm laterally from the shoulder with

with the ground. As the hand at approximately palm down. Extend place the thumb along



snap so the arm is parallel arm is raised, un-cup the waist level, keeping the and join the fingers and the forefinger.

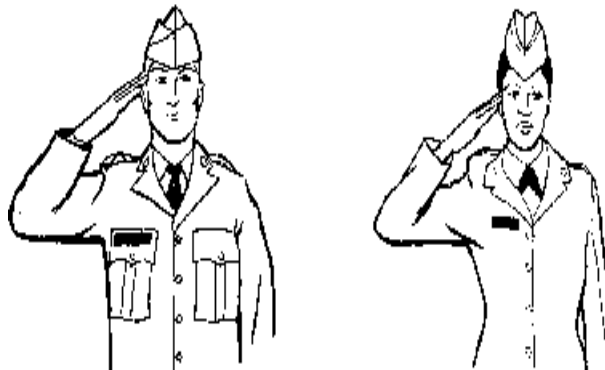
17-10

At the same time as the left arm is raised, each individual (except the guide, second, and third element leaders) turns head 45 degrees to the right **with snap**. The leading individual of each file establishes normal interval and establishes exact shoulder-to-fingertip contact with the individual to the immediate right. The second, and third element leaders align themselves directly behind the person in front of them and visually establish a 40-inch distance. As the remaining members align themselves behind the individual in front of them, their shoulders may or may not touch the fingertips of the individual to their right. If the arm is too long, place the extended hand behind the shoulder of the individual to the left. If the arm is too short, leave it extended towards the individual to the left and parallel to the ground. Once dress, cover, interval, and distance have been established, the command **Ready, FRONT** will be given. On this command, cadets whose arms are up will lower their arms with snap to their sides (without slapping their sides) and re-cup their hands when their arm is at approximately waist level. As the arm is lowered, cadets whose heads are turned will return their heads to the front with snap. The body is now back to the position of attention.

“Fall Out” – On the command “Fall Out”, individuals will execute an “About Face” and break ranks. They must remain in the immediate area. Moderate speech is required.

Forward, “MARCH” - This command is given to move the formation in a forward direction. The command is executed by stepping off with the left foot, while at the same time starting a coordinated arm swing, starting with the right arm and keeping your hands cupped while marching.

“Hand Salute” - To cadet must first be at command is given, the to the right eyebrow extended with the touching the eyebrow. returned, the



be given this command, the Attention. Once the cadet raises the right hand and *Picture* fingers are fully index and middle finger Once the salute has been salute may be dropped.

Left, “FACE” - This command is given to face the formation to the left while in the stationary position. When the command of execution is given, each cadet will turn to their left on the left heel and the ball of the right foot while keeping their upper body at the Position of Attention.

17-11

Left Flank, "MARCH": This command is given when the formation needs to be turned 90 degrees to the left while marching. The command is called on the left foot and executed on the right foot. Each member of the formation should pivot to the left on the ball of the right foot. The arms should be pinned to his / her sides as the turn is executed.

Left Step, "MARCH" -

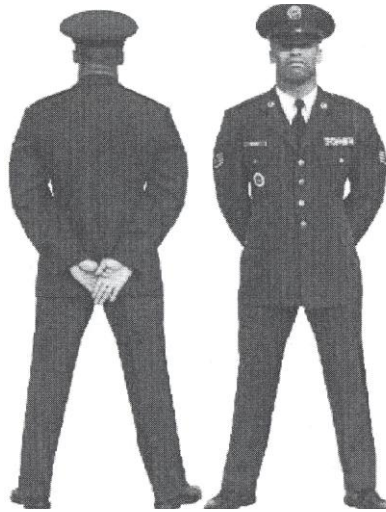
Mark Time, "MARCH" - This command is given when the forward progress of the formation needs to be momentarily halted while maintaining the march. The command can be given while stationary or while moving. When marching, the command 'MARCH' is given as either foot strikes the ground. On the command of execution each member will take one more 24 inch step with the right or left foot and then bring the trailing foot to a position so that both heels are on line (even). The balls of the foot are raised 4 inches above the ground while maintaining ***quick time*** cadence. **NOTE:**
Members will maintain normal arm swing, dress, cover, interval and distance.

Open Ranks, "MARCH" -This command is given to open the formation up for inspection purposes. The increased distance between the ranks allows the inspector to view each member of the formation without crowding. The command is **Open Ranks, "MARCH"**. It is only given while in line formation at normal interval. On the command "**MARCH**", the fourth rank (in a four rank formation) stands fast and automatically executes dress right dress at normal interval. Each succeeding rank in front of the fourth rank takes the required number of paces, stepping off with the left foot and a coordinated arm swing, halts, and automatically executes dress right dress. The third rank takes one pace forward, the second rank takes two paces forward, and the first rank takes three paces forward.

Order, "ARMS" - This command is given after "**Present, Arms**" to go back to the position of attention. Order Arms is a **one-count movement**. The command is "**Order, Arms**". On the command of execution "**ARMS**", members will return their hand sharply to the side and resume the position of attention.

17-12

Parade, "REST" - Before the command can be executed, the cadet must first be at Attention. Once the command is given, the cadet will keep the right foot approximately 12 inches to the left. The cadet will put his/her hands straight behind their back placing the right hand over the left, interlocking thumbs, and fingers fully extended. Once the command is executed, the cadet is not permitted to move or speak.



the command can be executed, the cadet must first be at Attention. Once the command is given, the cadet raises the right hand to the right eyebrow and the index and middle finger touching the upper part of the right arm. Once at "Present, Arms", "Order, Arms" must be given in order to drop the hand sharply to the side and resume the position of attention.

Present, "ARMS" - To be given this command, the cadet must first be at Attention. Once the command is given, the cadet raises the right hand to the right eyebrow and the index and middle finger touching the upper part of the right arm. Once at "Present, Arms", "Order, Arms" must be given in order to drop the hand sharply to the side and resume the position of attention.



command, the cadet must first be at Attention. Once the command is given, the cadet raises the right hand to the right eyebrow and the index and middle finger touching the upper part of the right arm. Once at "Present, Arms", "Order, Arms" must be given in order to drop the hand sharply to the side and resume the position of attention.

"ARMS" must be given in order to drop the hand sharply to the side and resume the position of attention.

"REST" - The same as At Ease,

but talking is permitted.

Right, "FACE" - This command is given to face the formation to the left while in the stationary position. When the command of execution is given, each cadet will turn to their right on the right heel and the ball of your left foot while keeping their your upper body at the Position of Attention.



17-13

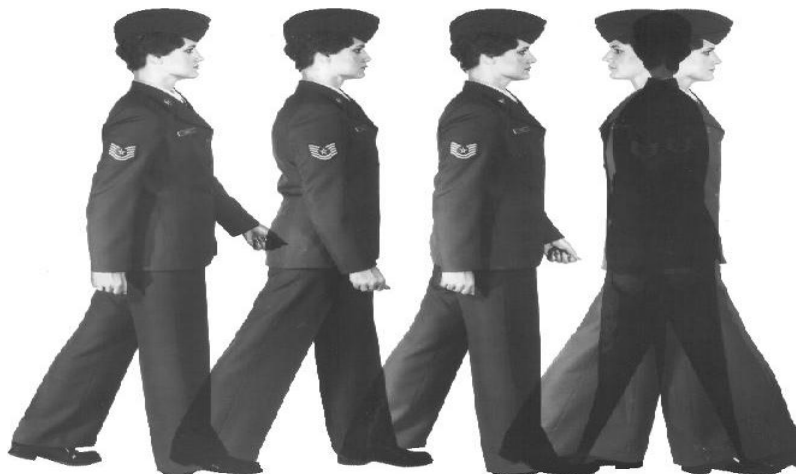


Right Flank, MARCH - This command is given when the formation needs to be turned 90 degrees to the right while marching. The command is called on the right foot, and executed on the left foot. Each member of the formation should pivot to the right on the ball of the left foot. While executing the turn the arms should be pinned to his / her sides as the turn is executed.

Right Step, "MARCH" - The distance measured from heel to heel between the feet of an individual marching. This command is given when the formation needs to be moved a short distance to the **Right**. The command is only given while the formation is stationary. The command is "**Right Step, "MARCH"**". On the command of execution ("**MARCH**") each member will raise their Right leg from the hip just enough to clear the ground. The individual places the Right foot 12 inches as measured from the inside of the heels to the right (left) of the left (right) foot.

To the Rear, "MARCH" - This command is given when a requirement to turn the formation 180 degrees along the route of travel is called for. The command is called on the right foot.

When
member will
the balls of the
and make a
turn, then
quick time.



executed each
turn to the right on
left and right foot,
complete 180 degree
continue marching at




17-14

FLIGHT

DRILL SEQUENCE

This sequence card is to be used to train all cadets in drill for the current academic year. Cadet Commander will report in after the command fall-in is given. Example: Sir/Ma'am, Unit Number, is prepared for the 30-step drill sequence. Request permission to use your drill area, Sir/Ma'am! It will be a requirement for "All" flights to perform this drill sequence for a grade during the annual Spring Intra-mural Drill Meet.

- 
1. Fall in
 2. Open ranks march
 3. Ready front
 4. Close rank march
 5. Present arms
 6. Order arms
 7. Parade rest
 8. Attention
 9. Left face
 10. About face
 11. Forward march
 12. Right flank march
 13. Left flank march
 14. Column right march
 15. Forward march
 16. To the rear march
 17. To the rear march
 18. Column right march
 19. Forward march
 20. Eyes right
 21. Ready Front
 22. Column right march
 23. Forward march
 24. Change step march
 25. Column right march
 26. Forward march
 27. Flight halt
 28. Left face
 29. Right step march
 30. Flight halt

Cadet Commander will report out after the command flight halt is given.

Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

NOTE: In those years when the CA-954 is scheduled for an assessment by HQ AFJROTC, a second year cadet will be tasked to perform this drill sequence for the inspecting officer.