

CADET HANDBOOK

FL-023

A Distinguished AFJROTC Unit



DELAND HIGH SCHOOL
800 NORTH HILL AVENUE DELAND, FL 32724
"CITIZENS OF CHARACTER"

CADET _____

FLIGHT _____



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CHAPTER 1: CADET KNOWLEDGE

Air Force Core Values

- ❖ Integrity First
- ❖ Service Before Self
- ❖ Excellence in All We Do

Cadet Honor Code

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

AFJROTC Cadet Creed

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

AFJROTC Mission

"Develop Citizens of Character Dedicated to Serving Their Nation & Community"

FL-023 Mission

- ❖ Educate and Train High School Students in Citizenship
- ❖ Promote Community Service
- ❖ Instill Responsibility, Character, and Self-Discipline
- ❖ To Prepare Cadets for their Future Endeavors

FL-023 Motto

“Acta, Non Verba”

THE AIR FORCE SONG

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



<u>PHONETIC ALPHABET</u>	<u>MILITARY TIME</u>
---------------------------------	-----------------------------

A - ALPHA	J- JULIET	S- SIERRA	0000- 12am	1200- Noon
B - BRAVO	K- KILO	T- TANGO	0100- 1am	1300- 1pm
C- CHARLIE	L- LIMA	U- UNIFORM	0200- 2am	1400- 2pm
D- DELTA	M- MIKE	V- VICTOR	0300- 3am	1500- 3pm
E- ECHO	N- NOVEMBER	W- WHISKEY	0400- 4am	1600- 4pm
F- FOXTROT	O- OSCAR	X- X-RAY	0500- 5am	1700- 5pm
G- GOLF	P- PAPA	Y- YANKEE	0600- 6am	1800- 6pm
H- HOTEL	Q- QUEBEC	Z- ZULU	0700- 7am	1900- 7pm
I- INDIA	R- ROMEO		0800- 8am	2000- 8pm
			0900- 9am	2100- 9pm
			1000- 10am	2200- 10pm
			1100- 11am	2300- 11pm

***To convert military time +/- 12 hours (ex: 1815 - 12 = 6:15pm or 5:55pm + 12 = 1755 hours)**

CHAIN OF COMMAND

Commander in Chief	
Secretary of Defense	
Chairman, Joint Chief of Staff	
Secretary of the Air Force	
Chief of Staff of the Air Force	
Chief Master Sergeant of the AF	
CC, Air Education & Training Command	
Air University Commander	
Commander, Holm Center	
Director of Air Force ROTC	
AFJROTC Regional Director	
Superintendent of Schools	
Principal, Deland High School	
Aerospace Science Instructor	
Aerospace Science Instructor	



CADET LEADERSHIP

Cadet Group Commander	
Cadet Deputy Group Commander	
Cadet Group Superintendent	
Cadet Inspector General	

United States Air Force Ranks

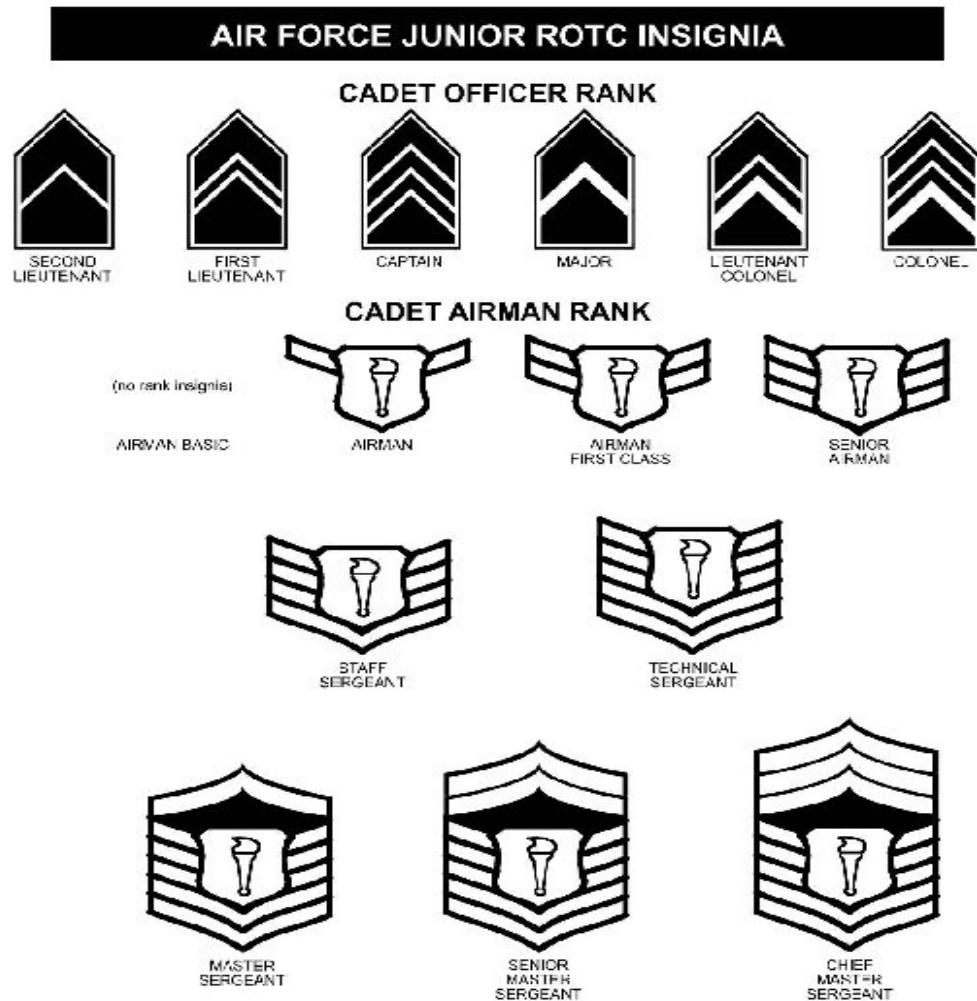
Rank, Pay Grade, and Insignia

Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7		E-8		E-9		E-9	
Air Force													
													
Airman Basic (AB)	Airman (Amm)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sgt)	Chief Master Sergeant of the Air Force (CMSAF)

Officer

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	
										
2nd Lieutenant (2nd Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Maj.)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brig. Gen.)	Major General (Maj. Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	General of the Air Force (reserved for wartime only)



AFJROTC Ranks

There are two types of ranking systems:

- ❖ **ENLISTED** ranks: Airman Basic - Chief Master Sergeant
- ❖ **OFFICERS** ranks: Second Lieutenant- Colonel.

Among the enlisted ranking system there are three further classifications. **Airman ranks** (Airman Basic – Senior Airman), **Non-Commissioned Officers** or known as **NCOs** (Staff Sergeant- Tech Sergeant), and **Senior NCOs** (Master Sergeant – Chief Master Sergeant).

*If a Senior NCOs rank has a **diamond** in the middle it means they hold the rank of First Sergeant.

Disclaimer: Airman Basic has no actual physical rank therefore it is not on the chart, but it still exists.

Uniform Standard

Female Hair

- ❖ Female Hair has no minimum length, but it has a maximum hair bulk of **3.5 inches** from the scalp. Hair may begin to gradually taper from one inch in length to 1/4 inch in length approximately three inches from the hairline. (swiped hair or bangs can not touch either eyebrow.)
- ❖ Hair will end above the bottom edge of the collar and any side of an invisible line drawn parallel to the ground. Hair will not touch either eyebrow.
- ❖ CHWP uniform, will be pinned-up with no loose ends (ex. ponytails).
- ❖ Braids, micro-braids, and cornrows are authorized. However, they must be a natural color for the individual's hair color; conservative and not present a faddish appearance.
- ❖ Prohibited hairstyle examples are mohawk, mullet, or etched design.

Male Hair

- ❖ Hair will not exceed **1 1/4** inch in bulk, regardless of length and 1/4 inch at natural
- ❖ Termination point: allowing only closely cut or shaved hair on the back of the neck to touch the collar.
- ❖ Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited hairstyle examples are mohawk, mullet, cornrows, dreadlocks or etched design.
- ❖ Male cadets may have mustaches; however, they will be conservative, not extreme and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.
- ❖ Sideburns are authorized but will be straight and even width and will not extend below the bottom of the orifice of the ear opening

Jewelry/Nail Polish

- ❖ A modest watch (black, brown, silver or gold), one modest bracelet, and a maximum of three rings square or circle are permitted for males and females.
- ❖ Females are permitted to wear one pair of small round or square, gold, silver, diamond, or pearl earrings. Cadets are permitted to wear necklaces if they are **NOT** visible.
- ❖ Tongue, nose, lip, eyebrow, or ear piercings anywhere other than on the lobe, are **NOT** permitted in any uniform.
- ❖ Nail polish of “extreme color”, such as purple, gold, black, blue or any fluorescent color is **prohibited**. Nail polish should be conservative in color such as taupe, light pink, or a French tip manicure.

Shoes & Socks

- ❖ Male and female cadets with the issued shoes **MUST wear tall black socks**.
- ❖ When wearing the skirt, females **MUST** wear Pantyhose that are neutral, dark brown, black, off black or dark blue shades that complement the uniform and your skin tones.
- ❖ Females have the option of the issued shoes, which hold the same standards as the males, but also shined flats (slip-on) or heels (pumps no higher than 3 inches) are authorized. NO faddish styles (extreme toes, pointed or squared, or extreme heel shape).

***Shoes must always be shined at high gloss.**

Uniform Types

- ❖ The **Service Dress** uniform consists of the service coat, long or short sleeve blue shirt, necktie/tabs, and pants or skirts. All insignia, ribbons, badges, name tags, and cords (left shoulder) must be worn on the service coat.
- ❖ The **Service Uniform** combination consists of the short sleeve shirt and the blue slacks/skirt. The shirt must be tucked into the slacks/skirt unless a female cadet is wearing the princess cut shirt.
- ❖ The **Service Plus** uniform is service uniform but it must be worn with necktie/tabs
- ❖ If cadets choose to wear the long sleeve blue shirt, they **MUST** wear a tie/tab and ribbons.



Gig Lines & Skirts

- ❖ The gig line aligns the shirt, belt buckle, and fly on the pants. The belt is threaded through **ALL** the loops to the left of the body for males, to the right of the body for females. When buckled, only the metal tab on the tip of the belt will show.
- ❖ The skirt **MUST** be no shorter than the top of the kneecap nor longer than the bottom of the kneecap. Pantyhose must be worn with the skirt (see shoes and socks section for specifics).

Nametags

- ❖ On the Service Dress coat, the name tag for both male and female uniforms **MUST** be centered on the right side between the arm seem and lapel with the bottom edge parallel to the top of the welt pocket
- ❖ On the Service uniform, the female name tag is to be centered on the right side even with 1 1/2 inch higher or lower than the first exposed button. The female's anatomy will help to decide whether it should be below or above the first exposed button.
- ❖ On the Service uniform the male name tag should be centered on the right side between the top of the upper right pocket and the pocket button.

PT Uniform

- ❖ While wearing the PT uniform, adherence to the dress and appearance standards such as facial hair, hair bulk, headphones, jewelry, gum, and other Air Force standards **MUST** be adhered too.
- ❖ Except (CHWP) uniform for females, hair lengths that would be below the bottom edge of the collar will be pinned-up with no loose ends (ex. Ponytails).
- ❖ CHWP days are designated to be on Fridays unless told otherwise.
- ❖ The CHWP uniform consists of the following: JROTC shorts, JROTC shirt, athletic shoes, hat, and water bottle.
- ❖ Wearing the improper uniform or not having your CHWP uniform will result in a **ZERO** for the day.



Airman Battle Uniform (ABU)

- ❖ ABUs are given to cadets by the discretion of the SASI or ASI.
- ❖ **ALL** hair, jewelry, nail polish, and Air Force standards are required while wearing this uniform.
- ❖ Blouses **MUST always be worn except** for the JROTC compound.
- ❖ Failure to wear ABUs or wear them properly may result in them being taken away.

Miscellaneous

- ❖ Headphones **are not** to be used while in uniform. (travel, bus/car/etc.)
- ❖ **ALL** loose threads **MUST** be trimmed off.
- ❖ Hands are to be kept **OUT** of all pockets.
- ❖ Gum is NOT permitted while in uniform.
- ❖ **NO** Public Display of Affection (PDA) like kissing, holding hands, or hugging is allowed in **any uniform**.

Drill Basics

- ❖ **Drill:** The orderly movement of a formation from one place to another.
- ❖ **Parts of a Command:** There are two parts of a command, the **PREPARATORY COMMAND** and **COMMAND OF EXECUTION**. For example, when giving the command “forward march”, “**FORWARD**” is the preparatory command (command preparing what to do) and “**MARCH**” is the command of execution (telling you to execute the command).
- ❖ **Commands:** All commands **MUST** be called from the position of attention. When calling commands, the cadet should **use their diaphragm to better pronounce commands**.
- ❖ **Stationary Movements:** The drill positions of attention and parade rest are two examples but are not the only ones. Some commands, such as present arms and order arms, can be stationary movements as well as left, right, and about face.
- ❖ **Marching the Flight:** Drill movements/commands **MUST** be given at the position of attention. When given the command to march you must step off on your **left foot** and stay on step with the other cadets in your formation. Staying on step means that your left or right foot is striking the ground at the same time.
- ❖ **Fall In and Fall Out:** To fall into any formation the command “fall in” must be given. To leave any formation the command “fall out” must be given.



Important History and Knowledge

- ❖ **Air Force Birthday:** On **September 18th, 1947** the United States Air Force officially became an independent service.
- ❖ **FL-023 Birthday/ AFJROTC Birthday:** The first AFJROTC programs were opened in **1966**. The Deland High School AFJROTC unit was created in **1967**.
- ❖ **Air Force Colors:** The colors that represent the Air Force are **Ultramarine Blue** and **Air Force Yellow**.
- ❖ **AFJROTC Lamp and Arrows:** The lamp on the AFJROTC patch means knowledge. The arrow on the AFJROTC patch means looking to the future.



CHAPTER 2: AFJROTC PROGRAM BASICS

WHAT IS AFJROTC?

- ❖ AFJROTC, which stands for **Air Force Junior Reserve Officer Training Corps**, (pronounced "core") is a program designed to develop citizens of character dedicated to serving their nation and community. **AFJROTC is NOT a military recruiting program.**
- ❖ AFJROTC is instructed by the Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI) and led by cadet leaders.
- ❖ The corps helps prepare students for (1) life outside of high school; (2) to become better citizens; (3) to learn personal responsibility, leadership, communication skills; and (4) to gain a sense of accomplishment.
- ❖ AFJROTC is designed to be a cadet-led program, with instructors who will guide and mentor. As such, cadets "EARN" everything in AFJROTC (uniforms, grades, ranks, ribbons, positions, etc.) based on their individual and team effort.

AEROSPACE SCIENCE LEVELS (AS100-AS400)

Cadets are classified by an Aerospace Science (AS) level depending on their year in the program:

First year cadets = AS100 cadets **Second** year cadets = AS200 cadets

Third year cadets = AS300 cadets **Fourth** year cadets = AS400 cadets.

Grade levels (9th, 10th, 11th, and 12th) do not correspond with AS levels. For example, a 10th grade student who is new to AFJROTC will be a first-year cadet and therefore be classified as an AS100 level cadet.

For each Aerospace Science level, the following items are **MANDATORY**:

- ❖ The wear of the AFJROTC blue uniform one day a week, which is issued at no cost to the cadet. *(unless the cadet loses or damages uniform item(s))*. While wearing the blue uniform, adherence to dress and appearance standards as outlined in AF Instruction 36-2903 are required.
- ❖ The wear of the PT uniform one day a week for PT, which is issued at no cost to the cadet. *(unless cadet loses or damages uniform item(s))* Cadets must follow PT uniform standards.
- ❖ The wear of the AFJROTC Airman Battle Dress one day a week, which is issued at no cost to cadets. *(unless cadet loses or damages uniform item(s))* While wearing the ABU, adherence to dress and appearance standards



For each Aerospace Science level, the following are **HIGHLY ENCOURAGED/EXPECTED**:

- ❖ Participate in AFJROTC LDR activities (Drill Team, Color Guard, APT, Cyber Patriot, Academic Challenge, Kitty Hawk, and/or Fitness Team)
- ❖ Participate in AFJROTC Community Service events (parades, food/clothing drives, etc.)
- ❖ Attain a “B” letter grade or higher in JROTC
- ❖ No referrals (A/E, suspensions, etc.) No skipping.

ADMISSION, TRANSFER, AND DISENROLLMENT OF STUDENTS

Admission: To be eligible for membership and continuance in the AFJROTC program each cadet must be:

- a. Selected for membership by the SASI/ASI in coordination with school counselors
- b. Enrolled in/attending a regular course of instruction at Deland High School
- c. 9th grade or higher

Foreign Cadet: A citizen of a foreign country (an ally of the U.S.) may participate in the AFJROTC program if a representative of that student's government provides a letter stating it does not object to such participation. Approval letters from the Principal and SASI must also be on file.

Transfer: Students from Army, Navy, or other AFJROTC units may transfer to the FL-023 program with full credit for documented training already received. This does NOT mean cadet rank attained in these programs will be transferred.

Reserve Cadet: A cadet who has completed the entire AFJROTC program or who is not currently assigned to an AFJROTC course for a semester after completing at least one year and who has been given special permission by the SASI to remain with the program. Reserve cadets may participate in all AFJROTC activities (drill team, color guard, community service, etc.) and are issued a uniform if needed for the activity. Reserve cadets are required to wear the uniform on designated Blue's Days and present themselves for inspection to the SASI/ASI before 1st period.



Disenrollment: Cadets will be dis-enrolled from AFJROTC as determined by the SASI and the Principal. A cadet may be dis-enrolled for any of the following reasons:

- a. Failure to maintain acceptable course standards: e.g. haircut, grooming, improper wear of uniform, homework, responsibility, etc.
- b. Inaptitude, indifference to training, disciplinary reasons, or reasons involving undesirable character traits
- c. Failure to remain enrolled in school
- d. Failure/refusal to wear the uniform three times during the semester will result in removal and a failing grade for the course.

CADET EXPECTATIONS

Work Ethic: During your time as a cadet, you should expect to learn what it means to be a “Citizen of Character.” As AS100 level cadets, you will be closely supervised, counseled, inspected, and instructed. As AS 200/300/400 level cadets, you will be expected to assist instructors in the conduct of our program as part of your citizenship and leadership education. Your success in the program will depend on your performance and involvement.

High Standards: As a cadet you’ll have to abide by Air Force standards of: Integrity First, Service Before Self and Excellence in All We Do. You’ll have to march; stand at attention in the classroom; treat yourself and others with respect; render salutes or greetings; and abide by Air Force Instructions. Teachers, administration, and counselors expect more from AFJROTC cadets and you must deliver.

Citizenship: You will learn what this means and how to conduct yourself both in school and out of school. Being a “Citizen of Character” includes being honest, responsible, handling oneself in times of conflict, respect, having a positive attitude, high morale, and taking pride and setting the example for others to follow.

Leadership/Followership: You will learn many things about Air Force leadership, management, and followership. As AS100/200 cadets, you will learn more about being a good follower. As AS300/400 cadets, you will learn more about leadership through training and application. In the end, you will develop a strong sense of honor, pride, professionalism, attention to detail, teamwork, and sense of commitment to your flight, corps and community. To learn how, cadets will not refer to one another by first name. They will refer to each other as Cadet and Last Name or Mr./Ms. and Last Name. Cadets raise their hand and wait to be called upon to speak. Cadets include a “sir/ma’am” when speaking with instructors, and fellow cadets.



Conduct: Cadets are expected to always be respectful professionals in their thoughts, words, and actions. **NOT just when in AFJROTC compound but everywhere on campus!**

Harassment of other cadets will not be tolerated, whether it is sexual, racial, or religious in nature. No cadet should be subjected to unwanted comments or actions by another cadet. This is a zero-tolerance policy. Cadets cannot be punished with physical discipline of any kind while in or out of class. This includes push-ups, sit-ups, and running for the sole purpose of punishment. Hazing or initiation of any kind is strictly **forbidden**. This includes any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are, or include, other students. This will also include any cyber bullying which may take place during school or outside of school which directly affects the educational and learning process.

Accountability: You will be held accountable for your actions, both positively and negatively.

- ❖ As AS100 cadets, you will be held accountable for individual actions.
- ❖ AS 200/300/400 cadets are held accountable for themselves, and those they lead. Refer to chapter 4 of this handbook for specifics on accountability.

Cleanliness: Cadets will ensure that desks are in proper alignment and the area is neat and clean before leaving the classroom. Additionally, cadets will ensure all JROTC common areas, such as the office, logistics and PT portables, are neat, clean and trash is disposed of in appropriate receptacles. Cadets are **expected** to be properly groomed and have appropriate hygiene when wearing any Air Force issued uniform. The following highlights are provided to assist cadets. Please refer to AFI 36-2903 for further grooming requirements.



ENTERING THE CLASSROOM

Our unique environment and approach to education and preparedness for what lies beyond high school begins with how cadets enter the classroom. **The following procedures are provided to assist in our approach:**

1. As the cadet enters the classroom, they are to place their **planner and a pen/pencil on their desktop**, securing all other items below their desk and remain standing.
2. The cadet will then come to the position of *Parade Rest* as the final bell rings. The Flight Commander and Flight Sergeant will take their places in the front of the room, with Element Leaders locating themselves in the front of their respective row facing towards their element. When the final bell rings the element leader will go to the position of attention, do an about face and go back immediately to parade rest until Flight Sergeant's orders a report.
3. Once called to attention the Flight Sergeant will order "report." All other cadets will stand next to their assigned seat, which corresponds to their Element Leader.
4. With the final bell, the SASI/ASI/or Flight Commander/Sergeant will begin to take attendance by either calling individual cadet's last names or demanding the Element Leaders to report absent cadets.
5. If cadet names are called individually, the cadet will come to the position of *Attention* and answer **"PRESENT, SIR/MA'AM,"** then return to *Parade Rest*.
6. If the Flight Sergeant asks the Element Leader to report, the Element Leader will come to position of *Attention* and answer either, **" SIR/MA'AM 1st/2nd/3rd/4th ELEMENT ALL PRESENT or 1st/2nd/3rd/4th ELEMENT ALL PRESENT WITH THE EXCEPTION OF MS./MR. _____" (provide the names).**
7. The Flight Sergeant will report the missing cadets to the Flight Commander and provide that information to the SASI/ASI.
8. Once attendance is complete, the Flight Commander will say, "*face the flag*" the Flight Sergeant will then respond, "*recite the pledge*" and lead the class in the Pledge of Allegiance, followed by one or more items of the Cadet Knowledge (creed, mission, motto, core values, AF Song, etc.)

Cadets choosing to NOT recite the Pledge of Allegiance shall remain at the position of *Attention* and be silent. If asked to recite any other item, all cadets MUST participate. Upon completion, the Flight Commander will instruct the cadets to take their seats, by saying, "SEATS."

Once seated, cadets are expected to sit at the position of **Attention until given the command, "AT EASE."** During this time, the Flight Commander or other members of the flight will have the opportunity to provide information or make announcements. (**"AT EASE" does not mean cadets should be slouched in their seats or talk freely.**)



CHAPTER 3: AFJROTC SY 2020-21 CURRICULUM

The AFJROTC curriculum consists of the following three elements and the required instruction percentages as outlined by Headquarters, Air Force JROTC

- ❖ Aerospace Science coursework (20%)
- ❖ Leadership coursework (60%)
- ❖ Cadet Health and Wellness coursework (20%)

The **Aerospace Science** (AS) Curriculum is the portion of the overall AFJROTC curriculum that provides insight into air and space power. The AS curriculum introduces students to air and space leaders, the development of technologies and its uses in history. In addition, the AS curriculum provides a look at how the global community works together and the importance of understanding culture and community. Lastly, the AS curriculum includes *Management of the Cadet Corps*, enabling cadets to serve as student leaders in the conduct of the overall program.

The **Leadership** (LE) Curriculum is the portion of the overall AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills. The leadership education curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, career opportunities, life skills, financial literacy, management skills and drill and ceremonies.

The **Cadet Health and Wellness Program** (CHWP) curriculum is the portion of the overall AFJROTC curriculum that focuses on fitness, nutrition, and why maintaining a fit and healthy lifestyle is important for the future.

Based on these requirements, our weekly lesson plans will ensure we maintain the required percentages of Aerospace Science, Leadership and Cadet Health and Wellness requirements. Outlined below contains our "normal" weekly flow of events, classes, and activities.

Monday	Tuesday	Wednesday	Thursday	Friday
Academics (Aerospace Science or Leadership)	Academics (Aerospace Science or Leadership)	Blues Day (Aerospace Science and Leadership)	Academics (Aerospace Science or Leadership)	Cadet Health and Wellness



The following courses will be assigned to cadets depending on their Aerospace Science (AS) level: To completely enjoy the benefits of a cadet led program, students of all AS levels are assigned to each class period. This allows for more experienced cadets to work with, and mentor, less experienced cadets under the supervision of the SASI and ASI.

During Academic Days, which will normally be held on Monday, Tuesday, and Thursday, the same AS or LE curriculum as outlined below, will be taught regardless of AS level. On these days, the SASI/ASI will be leading class and providing courses of instruction.

Wednesday is the expected day when the Air Force Blue Uniform in a designated combination will be worn. Friday is the designated day when the Air Force Physical Fitness Uniform (AFPTU) is expected to be worn. Deviations to these days, or uniforms, will be at the discretion of the SASI/ASI.



COURSE SYLLABI:

Aerospace Science II Course Syllabus

COURSE NAME: The Science of Flight

CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit

INSTRUCTOR'S NAME: MSgt (Ret) Fortino Garcia and MSgt (Ret) Daira Hall

REQUIRED TEXT: The Science of Flight (2012)

COURSE DESCRIPTION: This is an introductory course and customized textbook that focuses on how airplanes fly, how weather conditions affect flight, flight and the human body, and flight navigation.

COURSE OBJECTIVES: Students will know about the atmosphere environment, basic human requirements for flight, how Bernoulli's Principle and Newton's Laws of Motion are applied to aviation, the basic forces at work on an aircraft in flight, and the basic elements of navigation, to include basic navigational principles and basic flight instruments.

UNIFORM DAY: AF Blue Uniform is normally worn Wednesday. PT uniforms will be worn on Friday.

COURSE EVALUATION PERCENT (100% TOTAL):

- Daily Work 10%
- Mid-Term/Final 40%
- Uniform Inspections 30%
- Participation (Drill/Physical Fitness) 20%

Management of the Cadet Corps Course Syllabus

COURSE NAME: Management of the Cadet Corps

CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit

INSTRUCTOR'S NAME: MSgt (Ret) Fortino Garcia and MSgt (Ret) Daira Hall

REQUIRED TEXT: No specific textbook; extracts from the Aerospace Science and Leadership Education textbooks are used for coursework

COURSE DESCRIPTION: Students are exposed to the principles of management, followership and leadership through a series of leadership laboratories.

COURSE OBJECTIVES: Overall improvement in leadership, followership and management. Students will be placed into leadership positions, where they will learn to lead other cadets in the accomplishment of cadet-outlined goals.

UNIFORM DAY: AF Blue Uniform is normally worn Wednesday. PT uniforms will be worn on Friday.

COURSE EVALUATION PERCENT (100% TOTAL):

- Daily Work 10%
- Mid-Term/Final 40%
- Uniform Inspections 30%

Participation (Drill/Physical Fitness) 20%



Leadership Education II Course Syllabus

COURSE NAME: Communication, Awareness, and Leadership

CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit

INSTRUCTOR'S NAME: MSgt (Ret) Fortino Garcia and MSgt (Ret) Daira Hall

REQUIRED TEXT: Leadership Education II (2016)

COURSE DESCRIPTION: A customized course designed to improve communication, enhance awareness of self and others, and provide fundamentals of leadership and followership.

COURSE OBJECTIVES: Cadets will become aware of communication techniques and be able to demonstrate proper etiquette. Cadets will learn about AF leaders, styles, and how to conduct themselves when placed in leadership positions.

UNIFORM DAY: AF Blue Uniform is normally worn Wednesday. PT uniforms will be worn on Friday.

COURSE EVALUATION PERCENT (100% TOTAL):

- Daily Work 10%
- Mid-Term/Final 40%
- Uniform Inspections 30%
- Participation (Drill/Physical Fitness) 20%

Cadet Health and Wellness Course Syllabus

COURSE NAME: Cadet Health and Wellness Program (CHWP)

CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit

INSTRUCTOR'S NAME: MSgt (Ret) Fortino Garcia and MSgt (Ret) Daira Hall

REQUIRED TEXT: No specific textbook; extracts from Leadership Education textbook are used for wellness education

COURSE DESCRIPTION: Students are exposed to the benefits of good lifestyle choices through lessons in wellness, diet, and exercise. They also conduct a year-long exercise regimen designed to improve overall health in conjunction with other dietary and lifestyle choices.

COURSE OBJECTIVES: Overall improvement in student fitness. Students begin the year by establishing a baseline while completing a series of Air Force-designed exercises testing strength, agility, and flexibility. The baseline is used to design a year-long, three-day-a-week exercise program which the students must document. Students exercise one day a week in class, and are expected to complete the remainder of their exercises on their own. Through the year, students receive instruction in diet, stress management, rest, and other lifestyle choices. At the end of the year, another assessment is made using the same series of exercises to demonstrate the long-term benefits of exercise.

UNIFORM DAY: AF Blue Uniform is normally worn Wednesday. PT uniforms will be worn on Friday.

COURSE EVALUATION PERCENT (100% TOTAL):

- Daily Work 10%
- Mid-Term/Final 40%
- Uniform Inspections 30%
- Participation (Drill/Physical Fitness) 20%



Drill and Ceremonies Course Syllabus

COURSE NAME: Drill and Ceremonies

CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit

INSTRUCTOR'S NAME: MSgt (Ret) Fortino Garcia and MSgt (Ret) Daira Hall

REQUIRED TEXT: No specific textbook; extracts from Leadership Education textbook are used for drill and ceremony education

COURSE DESCRIPTION: Students are exposed to the drill and ceremony as an opportunity to work together as a team.

COURSE OBJECTIVES: Overall improvement in teamwork, leadership, followership and communication. Students will be taught basic drill movements, and more complex drill sequences to demonstrate how effective communication is needed to guide teams to accomplishing tasks and objectives.

UNIFORM DAY: AF Blue Uniform is normally worn Wednesday. PT uniforms will be worn on Friday.

COURSE EVALUATION PERCENT (100% TOTAL):

- Daily Work 10%
- Mid-Term/Final 40%
- Uniform Inspections 30%
- Participation (Drill/Physical Fitness) 20%



GRADING:

A variety of grading opportunities will be used to determine the cadet's classroom grade. Please note that only "in-class" activities will be used to comprise the grade submitted on the report card.

Grades will include, but not be limited to:

- Uniform wear compliance (to include Dress and Appearance)
- Participation during class
- Worksheets
- Presentations
- Quizzes, exams

Grades for progress reports and report cards are as follows:

A = 90% to 100%

B = 80% to 89%

C = 70% to 79%

D = 60% to 69%

F = Below 60%

It is the responsibility of the cadet (student) to communicate with cadet leaders and their instructors during any absences. If a cadet knows he/she will be absent in advance, especially on Blues Day, they should make every effort to wear the uniform prior to the absence. Very limited opportunities are available to make up work.

It is the responsibility of the cadet to communicate with cadet leaders and their instructors during any absences. If a cadet knows he/she will be absent in advance, especially on Blues Day, they should make every effort to wear the uniform prior to the absence.



MAKE UP POLICY

Cadets are afforded one-week to complete any missing assignments. Should a cadet miss an academic day, they are to read the covered chapter and answer the questions at the end of the chapter. Should a cadet miss a CHWP day, they are to research a health and wellness article, read the article, and provide a one paragraph summary of the article. Cadets will either provide the article with their summary or provide the source of their article (e.g. URL/web site). Should a cadet miss a Blue uniform day, they are to wear the uniform the first day back from their absence.

SIGNATURE PAGE

My cadet and I/we have read the 2020-2021 AFJROTC Curriculum, Syllabi, Grading, and Make-Up Policies and fully understand the expectations set forth by Air Force JROTC.

Cadet Name

Cadet Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date



CHAPTER 4: CADET ACCOUNTABILITY

Accountability is a major aspect of AFJROTC and life in general. A cadet may be held accountable in a positive or negative fashion depending on his/her actions. The following chapter outlines how accountability measures will be applied for FL-023 cadets.

Positive Accountability:

Accountability in a positive fashion will be recognized as cadets demonstrating behavior and attitude above and beyond what is expected and set forth by the SASI/ASI and the Cadet Leadership team. A cadet who has shown an outstanding amount of leadership and positive cadet development can be rewarded with “Cadet of the Month.” A cadet is chosen by their Flight Leadership to represent their AS level for the month.

Negative Accountability:

Accountability in a negative fashion will be brought forth and dealt with in an expedient, yet dignified manner, and serves to redirect cadet behavior and attitude. As such, it is best to resolve negative behavior and attitude at the lowest level possible. However, during certain circumstances, issues must be brought forward to the SASI/ASI and Cadet Leadership Team. The severity of the accountability measure will depend on which type and/or frequency of behavior exhibited. For example: If a cadet commits a small behavior, such as tardiness, a (verbal warning) would be appropriate. However, if the cadet has repeated tardiness a higher measure may be in order.

Cadet Accountability:

The intensity of the issue with a cadet will be handled by a SASI/ASI. If a minor issue occurs the cadet who witnessed the problem or is reporting on it will fill out a “**Letter of Counseling**” form and turn it into the accountability box or to the Group Superintendent. The Superintendent will decide how to handle the issue and meet with the cadets who are involved and resolve the problem effectively. If the problem within the corps has not improved or is getting worse the Superintendent must work with SASI/ASI and staff to discuss any and other solutions.



“Letter of Counseling” Form

Last Name, First Name, MI (offender):		
Flight:	AS Level and Grade:	
Please describe in detail the incident you are reporting:		
Date:	Time:	Place:
Signature of Reporting Individual:		Printed Name of Reporting Individual:
For Group Staff Use Only:		
Cadet Accountability Board? Yes/No		
Group Commander:	Group Deputy:	Group Superintendent:
Comments:		



CHAPTER 5: Cadet Uniform Requirements

Wearing the Air Force uniform represents a sense of pride, professionalism, attention to detail, leadership, followership, and teamwork. **IT DOES NOT** represent the sentiment of recruitment or military service obligation.

Cadets will EARN the right and privilege to wear the Air Force uniforms that will be issued, free of charge (cadets will incur for lost or damaged uniform items). The three types of uniforms the cadets will be issued, and will be **MANDATORY** to wear:

- ❖ **Air Force Service Dress Uniform:** Service Coat, light-weight blue coat, short-sleeve blue shirt, tie/tab, white V-neck t-shirt, pants/skirt, belt with silver buckle, black socks, flight cap, name-tags (blue and silver), and black shoes
- ❖ **Airman Battle Uniform:** Blouse, shirt, pant, belt, sage green socks, boots, name-tag and hat.
- ❖ **Air Force PT (CHWP) Uniform:** Air Force t-shirt, shorts, hat, and water bottle.

In order to **EARN** the right to wear the uniform, the cadets must **complete** the following items. These requirements are designed to prepare cadets to answer questions with confidence should they be asked on and/or off campus:

- ❖ **CHWP Uniform:** Return Cadet Health and Wellness Form and set personal goals
- ❖ **Air Force Service Dress Uniform:** Pass General Knowledge exam on uniform standards.



Uniform Wear Requirements:

Each Wednesday is our designated "**Blues Day**" or uniform day.

- ❖ All cadets are expected to properly wear the AFJROTC uniform within military and JROTC standards the **ENTIRE** school day. If a cadet changes out of their uniform without prior approval from the SASI/ASI, the student's grade will be changed to a **ZERO**.
- ❖ Each **Friday** is our designated "PT" day. Cadets are expected to wear the issued AFPTU, with appropriate athletic shoes and socks and follow military and JROTC standards.
- ❖ Cadets are expected to wear their issued ABU and follow military and JROTC standards.
- ❖ Deviations to the uniform type or schedule will be at the discretion of the SASI/ASI.

Uniform Wear Grading:

- ❖ Cadets receive a grade (max of 100 points) for each service uniform wear. If cadets show up to class on the designated uniform wear day and are not in the appropriate uniform, they will receive a grade of "0." They must make-up the missing day before the next Blues Day to receive credit. Failure to do so will result in the "0" remaining as the grade.
- ❖ If a cadet knows he/she will be absent on Blues Day, they should make every effort to wear the uniform prior to their absence. However, to receive any credit, they **MUST** wear the uniform on the first day back to school. **If the absence is excused, and the cadet wears the uniform the following day, they may receive up to full credit.**
- ❖ Friday during our PT uniform wear day, they will receive a grade of "0" if their absence is unexcused. In order to receive credit for the missed PT day, **cadets must research a health article and write a one paragraph summary, supplying the article and paragraph before the next PT day and must present their summary in class.** Failure to do so will result in the "0" remaining.



Uniform Inspections and Grading:

- ❖ On Blues Day, cadets will be graded on dress, appearance, and participation. Uniform inspections will take place, with points deducted for dress and appearance discrepancies. Depending on the cadets AS level, higher points will be deducted for each discrepancy.
- ❖ On PT Days, cadets will be graded on dress, appearance, and participation. Cadets must participate in PT unless they have a written excuse from a parent/legal guardian or doctor in advance. Not dressing out in AFPTU, will result in a minimum 50-point deduction out of 100 points. Additionally, not participating in PT activities will result in a minimum 50-point deduction out of 100 points. SASI/ASI will be the authority on point deduction.

Dress and Appearance Requirements:

Wearing any Air Force uniform combination is a privilege and all cadets **MUST** strive to present a professional image. Cadets **MUST** ensure their uniforms are neat, clean, and serviceable and that grooming standards, in accordance with Air Force Instruction 36-2903, are strictly followed. This requirement is mandated by HQ Air Force JROTC and will be adhered to by instructors and cadets.

Keep in mind, many do not know you are high school students, and as such, treat you as a member of the Armed Services. Honoring our service members and those who gave the ultimate sacrifice by properly wearing the uniform and being in appropriate dress and appearance standards should be of paramount consideration.

Cadets are not permitted to wear the uniform except on the specified uniform days and then only during school hours, for AFJROTC activities, and en route to and from school. Cadets desiring to wear the uniform on other occasions must have the permission of the SASI/ASI. Unauthorized wear of the uniform or distinctive items of the uniform is **prohibited** and punishable under federal law. The uniform **will not** be worn if hitchhiking, demonstrations, political rallies, or if assigned to Alternative Education (AE)/In-School Suspension, or at other times that the environment would bring discredit to the AFJROTC unit, program, or the U.S. Armed Services. Non-JROTC insignia, badges, ribbons and accessories **will not** be worn on the uniform. The **official** Air Force name tag, ranks, and badges must always be worn; authorized ribbons must be worn on Service Dress Coat, but are not required while wearing Service Uniform. **DO NOT**

MIX ITEMS OF THE UNIFORM WITH CIVILIAN CLOTHING.



Male Hair and Facial Hair:

- ❖ Hair will not exceed 1 1/4 inch in bulk, regardless of length and 1/4 inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar.
- ❖ Hair will not touch the ears or protrude under the front band of headgear.
- ❖ Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are not authorized hair extensions.
- ❖ Sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a **clean-shaven horizontal line**.
- ❖ Male cadets may have mustaches; however, they will be **conservative** (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.
- ❖ Beards are not authorized unless for medical reasons, when authorized by the SASI/ASI on the advice of a medical official. If allowed, cadets will keep all facial hair trimmed not to exceed 1/4 inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.



Male Hair Standards

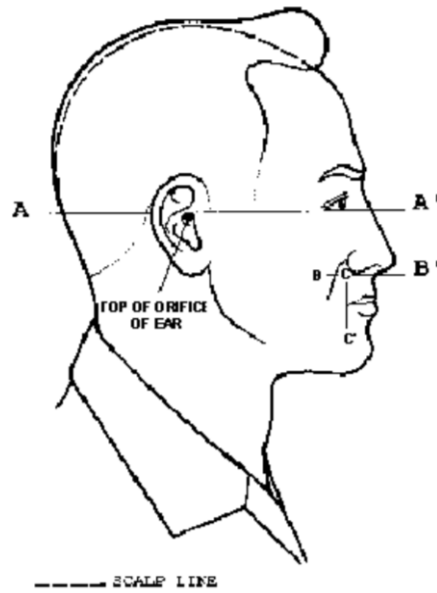


Figure 1-2
Male Grooming Standards (Side View)

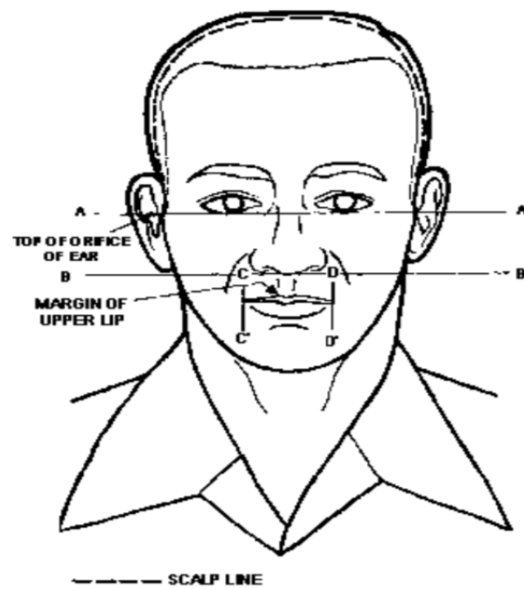


Figure 1-1
Male Grooming Standards (Front View)



Female Hair:

Minimum length is 1 inch unless approved by the SASI/ASI upon recommendation from a medical facility for medical reasons. Hair may begin to gradually taper from one inch in length to 1/4 inch in length approximately **3 inches** from the hairline (no shaved heads, flat tops, etc.)

❖ Hair will end above the bottom edge of the collar and any side of an invisible line drawn parallel to the ground.

❖ CHWP uniform, hair lengths that would be below the bottom edge of the collar will be pinned-up (ex. Ponytail)

❖ Hair will not touch either eyebrow. No cuts/slits are authorized on eyebrow.

❖ If worn, hairpins, combs, headbands, elastic bands and barrettes must match the hair color or black (ex. blonde, brunette, natural red, black, grey), hair must still comply with bulk and appearance standards.

❖ Ornaments are not authorized (i.e., ribbons, beads, jeweled pins)

For example, when using a clip or hairpins, hair will not present the appearance of a “rooster tail”; when hair is in a bun, **all loose ends must be tucked in and secured**; when hair is in a ponytail, it must be pulled all the way through the elastic band and may hang naturally downward.

❖ Braids, micro-braids and cornrows are authorized. However, they must be a natural looking color for human beings like the individual's hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. A braid is three or more portions/strands of interwoven hair. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. 1/4 inches), show no more than 1/4 inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or a secured style within hair standards in paragraph above.

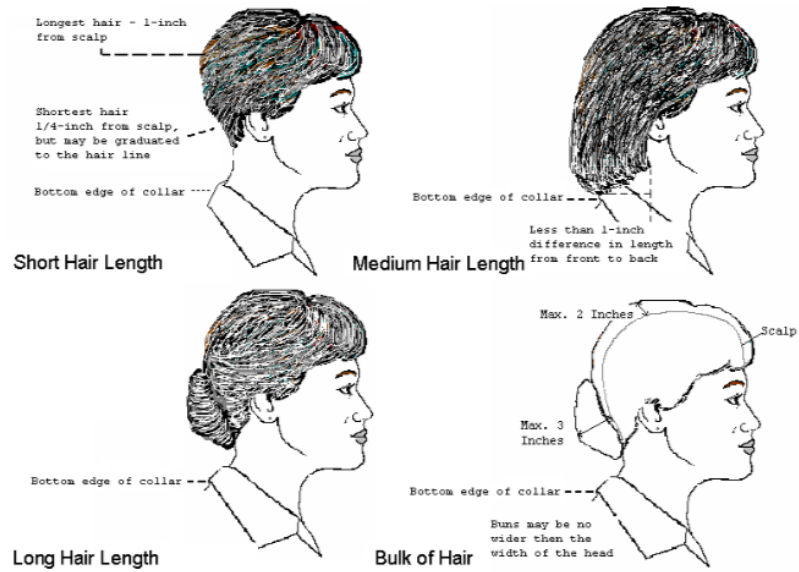
❖ Dreadlocks, (defined as long strands of hair that have been twisted closely from the scalp down to the tips; heavy matted coils of hair which form by themselves, eventually fusing together to form a single dread; or unkempt, twisted, matted individual parts of hair), shaved head, flattops and military high-and-tight cuts are **not authorized** hairstyles for females.

❖ Hair color, highlights, and frosting must be natural looking hair color for the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

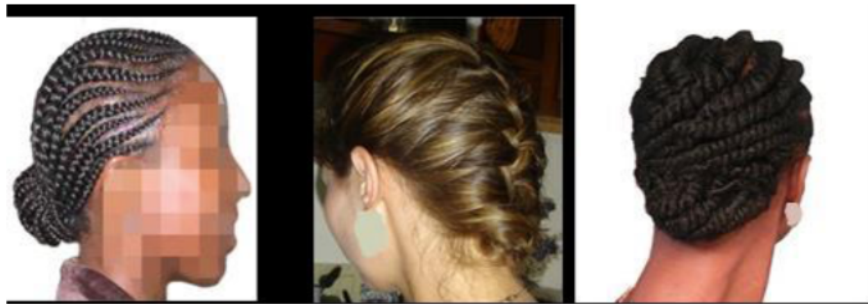
❖ Body Hair. Females will remove leg hair that is visibly protruding beyond the appropriate hosiery or causes a visibly uneven texture under hosiery.



Authorized Female Hair Standards



Female Authorized Scrunchies/Braids



Unauthorized Female Hairstyles



SERVICE DRESS: Service Dress consists of the service coat, long or short sleeve shirt, necktie/tie, and pants or skirts. Shirts must be tucked in unless a female cadet is wearing the princess cut shirt. **All ranks, ribbons, badges, name tags, and cords (left shoulder) must be worn on the service coat.**

SERVICE UNIFORM: The most worn uniform combination consists of the short sleeve shirt and the blue slacks/ skirt. The shirt must be tucked into the slacks/ skirt unless a female cadet is wearing the princess cut shirt. Cadets may wear a tie with the short sleeve shirt but are not required unless requested by the SASI/ASI/Top Staff. Military creases in the shirt are **not** authorized.

LIGHTWEIGHT BLUE JACKET: The “windbreaker” will be worn zipped at **least half-way up or all the way up**. Rank will be worn on the collar. You are **not allowed** to place your hands in the pockets.

HEADGEAR:

- ❖ Flight cap- worn slightly to the right with vertical crease of the cap at the center of the forehead in a straight line with the nose and at a point approximately one inch above the eyebrows. The crown is not crushed.
- ❖ Beret- only to be worn by appointed members of the **Unarmed Exhibition** for competition only.

****How to wear Beret:** The headband straight across the forehead one inch above the eyebrows then drape the top towards the right ear and stiffener align the insignia above the left eye.

We are a no-hat campus, but you must wear your hat when in formation and when you leave campus grounds. Headgear is not normally to be worn inside, unless in formation or part of the drill and ceremony team (e.g. Color Guard). When it is not being worn, the flight cap should be tucked under the belt (between first and second belt loops) and lay flat against the pants on the left side with the opening of the hat to the rear. **Berets are to be carried**, do not try to tuck the beret under the belt or under the shoulder epaulet. Wearing the headgear while riding in or operating a vehicle is optional.



GLOVES: Gloves are authorized to wear with the Service Dress coat and/or the lightweight blue jacket. If worn, gloves **must be plain black** with no ornamentation.

SKIRT: The skirt must be no shorter than the top of the kneecap nor longer than the bottom of the kneecap. Pantyhose **must** be worn with the skirt.

HOSIERY: Hosiery will be plain commercial, sheer, nylon in neutral, black or dark brown that complement the uniform and the Cadet's skin tone. Patterned hosiery is not authorized to be worn with any uniform. Hosiery must be worn with the skirt and are optional with slacks

BELT: The belt is threaded through the loops to the **left of the body for males, to the right of the body for females.** When buckled, only the metal tab on the tip of the belt will show.

SHOES: Males shoes must always be laced and shined to high gloss. Females have the option of the issued shoes, which hold the same standards as the males, but also shined flats (slip-on) or heels (pumps) are authorized.

PUMPS: Black pumps will be low cut and **rounded throat** (the top opening) with a raised heel **no higher than 2-1/2 inches** (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than 1/2 inch in diameter or larger than the body of the shoe. Faddish styles will not be worn (e.g. extreme toes, pointed or squared, or extreme heel shapes). They will be plain, clean and serviceable, and **without** ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a man made material. They may be high-gloss or patent finish.

SOCKS/SHOES: Male and female cadets with the issued shoes, **MUST wear tall black socks**. When wearing the skirt, females **MUST** wear pantyhose that are neutral dark brown, black, off black or dark blue shades that complement the uniform and your skin tone. Females have the option of the issued shoes, which hold the same standards as the males, but also shined flats (slip-on) or heels (pumps no higher than 3 inches) are authorized. **Shoes must always be shined at high gloss.**



SHOULDER PATCHES/ CORDS: The shoulder patch is to be **sewn** (not glued) on the left shoulder of all uniform items. Patches should be centered on the sleeve and one half to one inch down from the shoulder seam. Position and team shoulder cords (Drill/Color Guard/Leadership) must be worn on every variation of the uniform.

JEWELRY/NAIL POLISH: A modest watch (black, brown, silver, or gold), one modest bracelet, and a maximum of three rings square or circle are permitted for males and females. Females are permitted to wear one pair of small rounds or square, gold, silver, diamond, or pearl earrings. Cadets are permitted to wear necklaces if they are not visible. **Tongue, nose, lip, eyebrow, or ear piercings anywhere other than on the lobe, are not permitted in any uniform (AFPTU, ABU, or Blue).** Nail polish of “extreme color”, such as purple, gold, black, blue, or any fluorescent color is prohibited. Nail polish should be conservative in color such as taupe, light pink, or a French tip manicure.

UNDERSHIRTS: All male cadets **MUST** wear a V-neck t-shirt with all blue uniform. Undershirts must be tucked into trousers and will not have pockets. Appropriate undergarments (bra and underpants) are required to be worn with all uniforms.

PUBLIC DISPLAY OF AFFECTION (PDA): Hand holding, kissing, embracing, or walking arm-in-arm is **inappropriate action for cadets in ANY uniform.** These acts detract from the professional image the Air Force intends to project. Cadets willingly participating in PDA may be subject for a consequence.

ELECTRONIC DEVICES: **Wear/use of an earpiece, any bluetooth technology or headphones, while in uniform, indoors or outdoors, is prohibited,** unless specifically authorized from the SASI/ASI. (**Exception:** Headphones/earphones are authorized while wearing the AFPTU during the 1-mile run Presidential Fitness Test). Cadets may not wear any audio devices on the compound while in uniform or out of uniform, unless it is before school, during lunch, or after school.

While walking in uniform use of personal electronic media devices, speaker phones or text messaging is **limited for emergencies.** Military customs and courtesies take precedence.



CLEANING, LAUNDRY AND CARE OF UNIFORMS: DARK BLUE uniform items:

Service Coat, pants, skirt, and light-weight blue jacket **MUST** be **DRY-CLEANED**. Any other method of cleaning will cause damage to the uniform item and will subject you to the replacement cost (**all costs are noted on the uniform sheet before uniform issues**). All other uniform items may be washed. Ring around the collar is **not** permitted. Be sure your complete uniform is clean, pressed, and sharp and does not have a foul odor.

ALTERATIONS ON ANY UNIFORM ITEMS ARE NOT AUTHORIZED WITHOUT

THE APPROVAL OF THE SASI/ASI. Pants and skirts that are too long will be hemmed, but no material will be cut from the bottom. If cadets have others hem their pants or skirts, they are responsible to inform that person not to cut any material from the bottom or make any alterations to the uniform item.

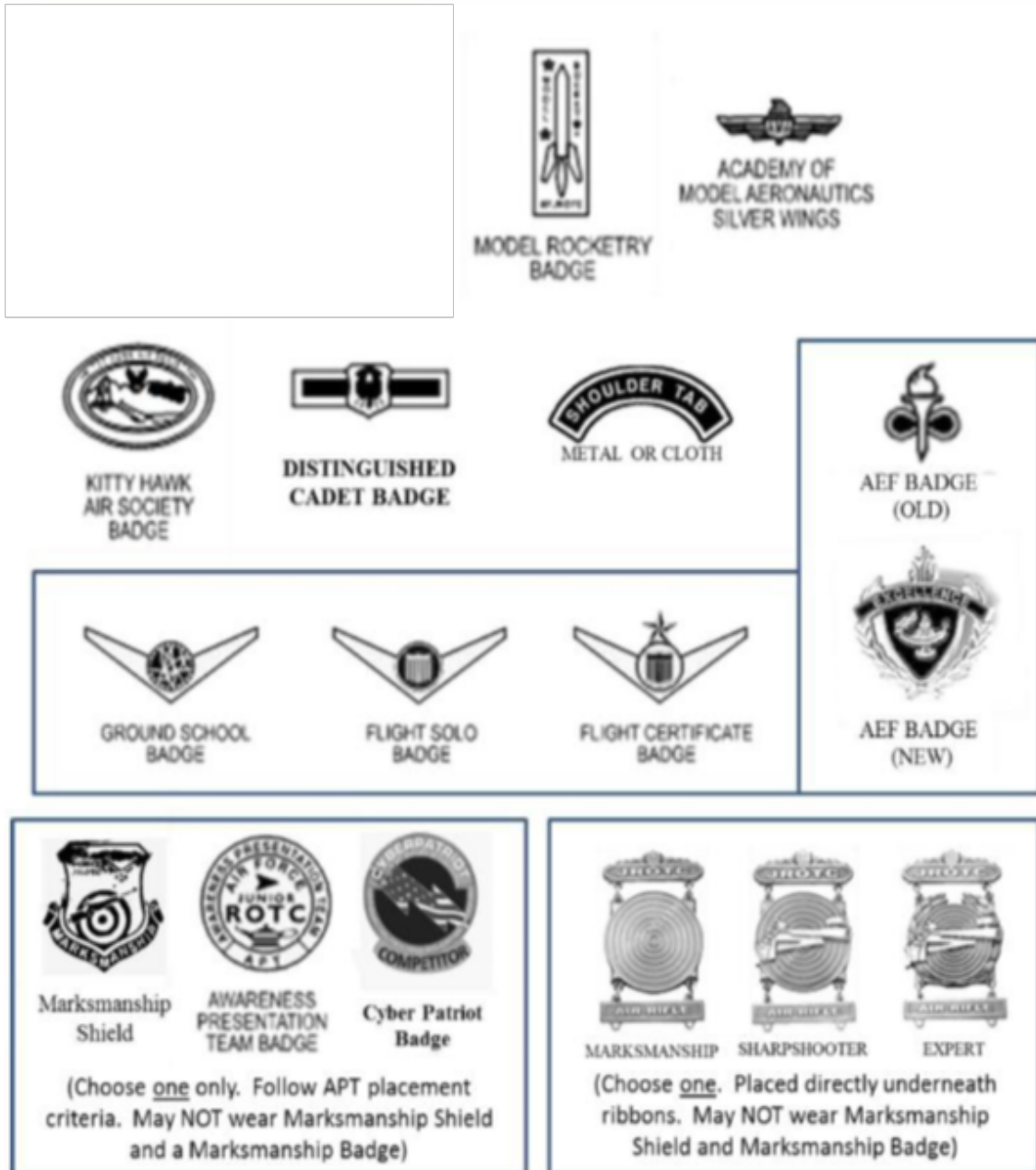
MISCELLANEOUS:

- ❖ Headphones **are not** to be used while in uniform. (travel, bus/car/etc.)
- ❖ **ALL** loose threads **MUST** be trimmed off.
- ❖ Hands are to be kept out of all pockets.
- ❖ Gum is **NOT** permitted while in uniform.
- ❖ **NO** Public Display of Affection (PDA) like kissing, holding hands, or hugging is allowed in **any uniforms!!!**

Remember, you are representing all members, past, present and future of the military (active-duty and retired) and JROTC programs world-wide while wearing the AF uniform. Wear it proud and be a professional JROTC Cadet...INTEGRITY FIRST, SERVICE BEFORE SELF, and EXCELLENCE IN ALL WE DO!****



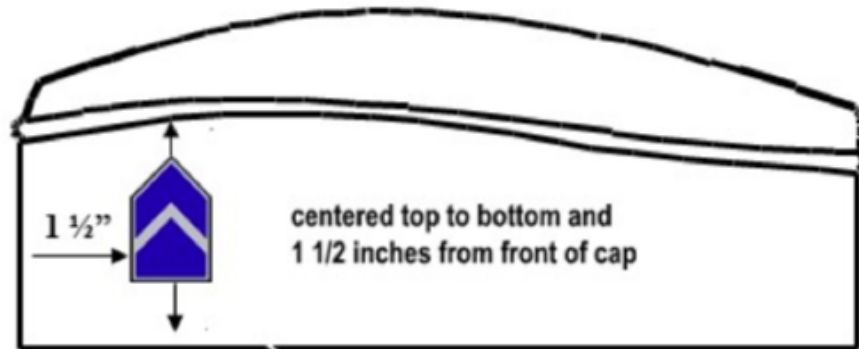
AUTHORIZED AIR FORCE JROTC BADGES/INSIGNIA/PINS



NOTE: Stellar Explorers and CyberPatriot pins are **NOT** authorized on Blues UNLESS competed at National level.



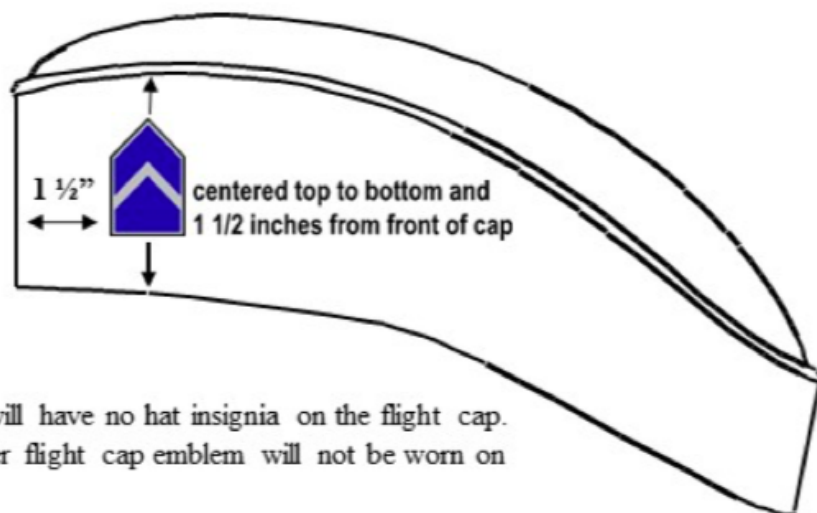
CADET MALE HEADGEAR



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

CADET FEMALE HEADGEAR

FLIGHT CAP*



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.



CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.

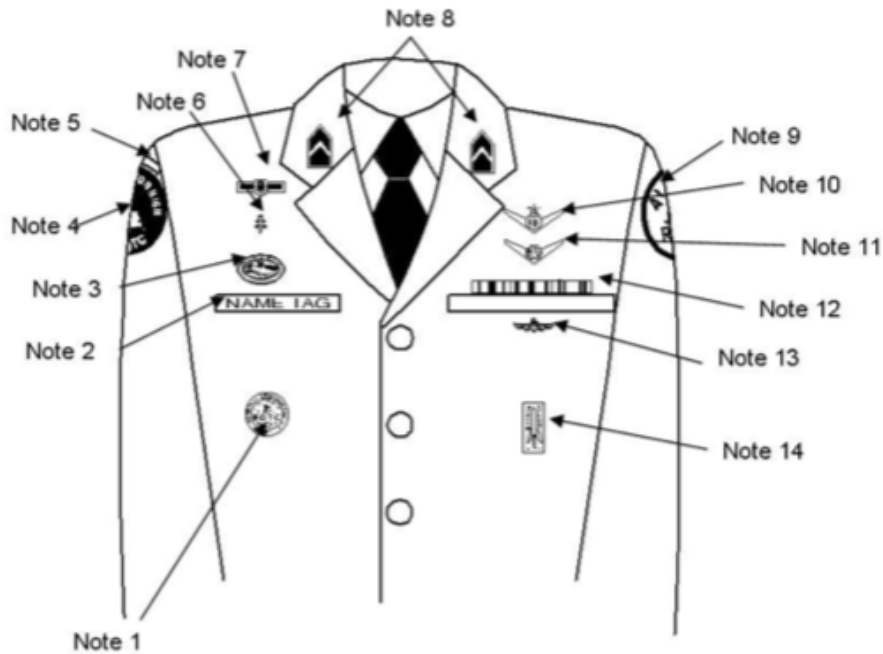


Officers will wear rank insignia on the ABU cap.



CADET MALE 1620 SERVICE DRESS

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

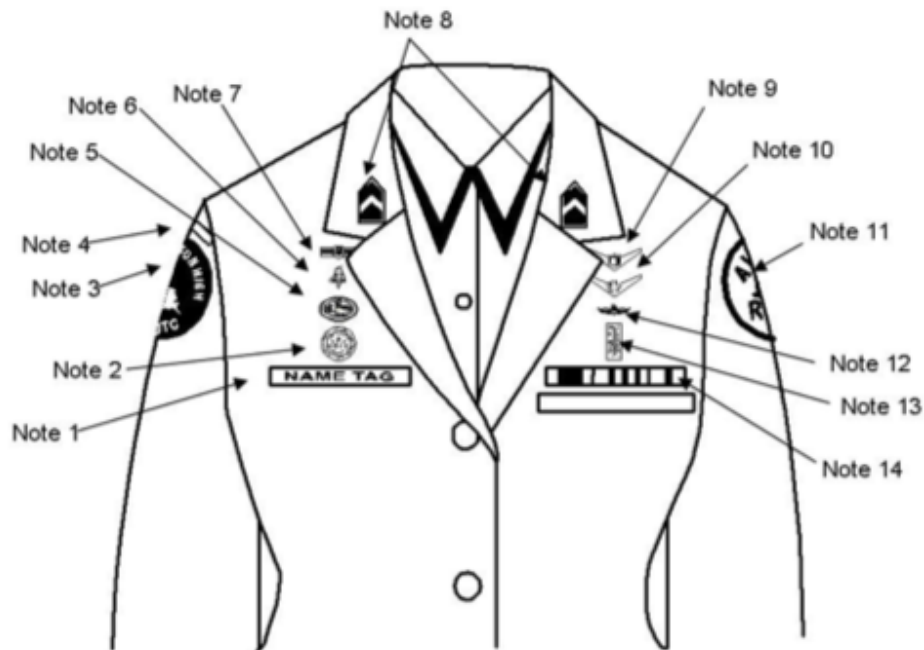


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5.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



CADET FEMALE 1620 SERVICE DRESS

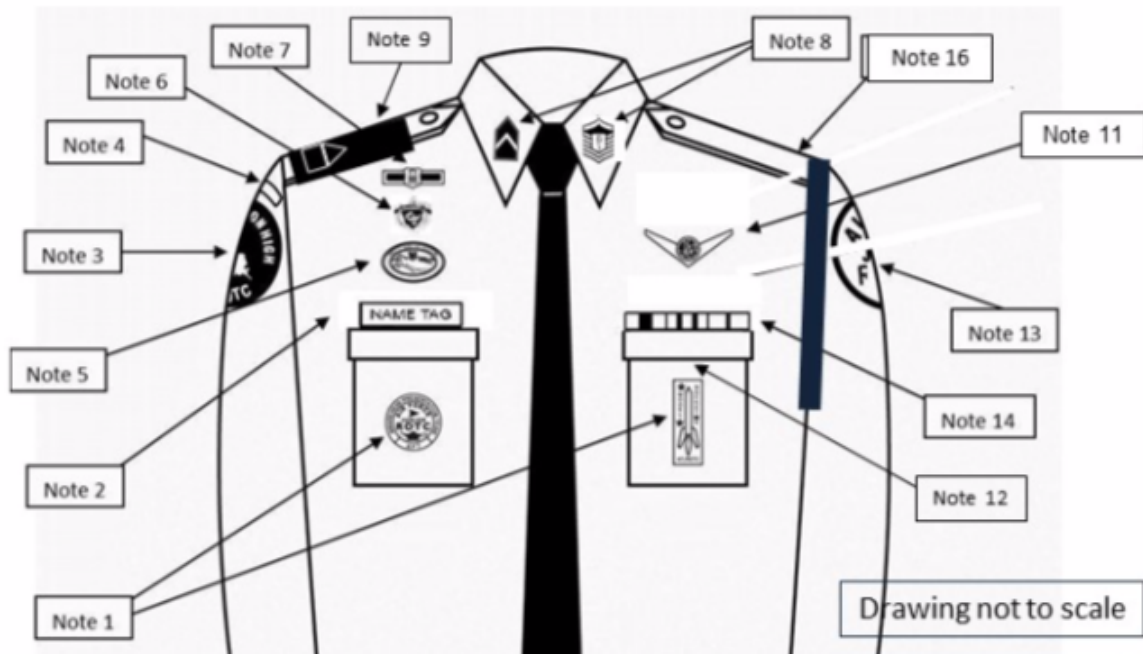
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



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



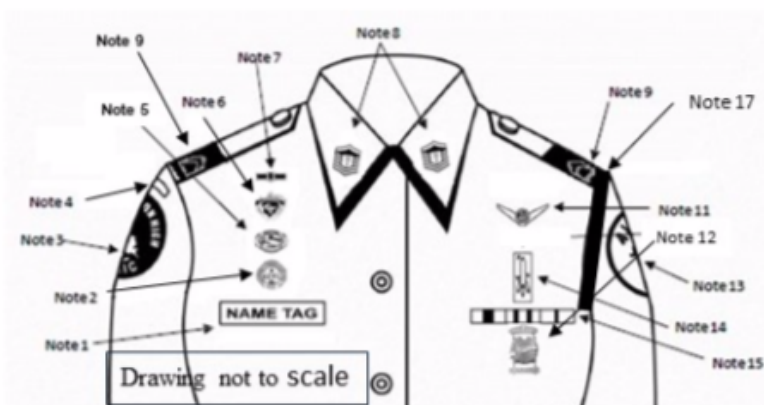
CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. Medals (regardless of what type) are not authorized for wear on this uniform.



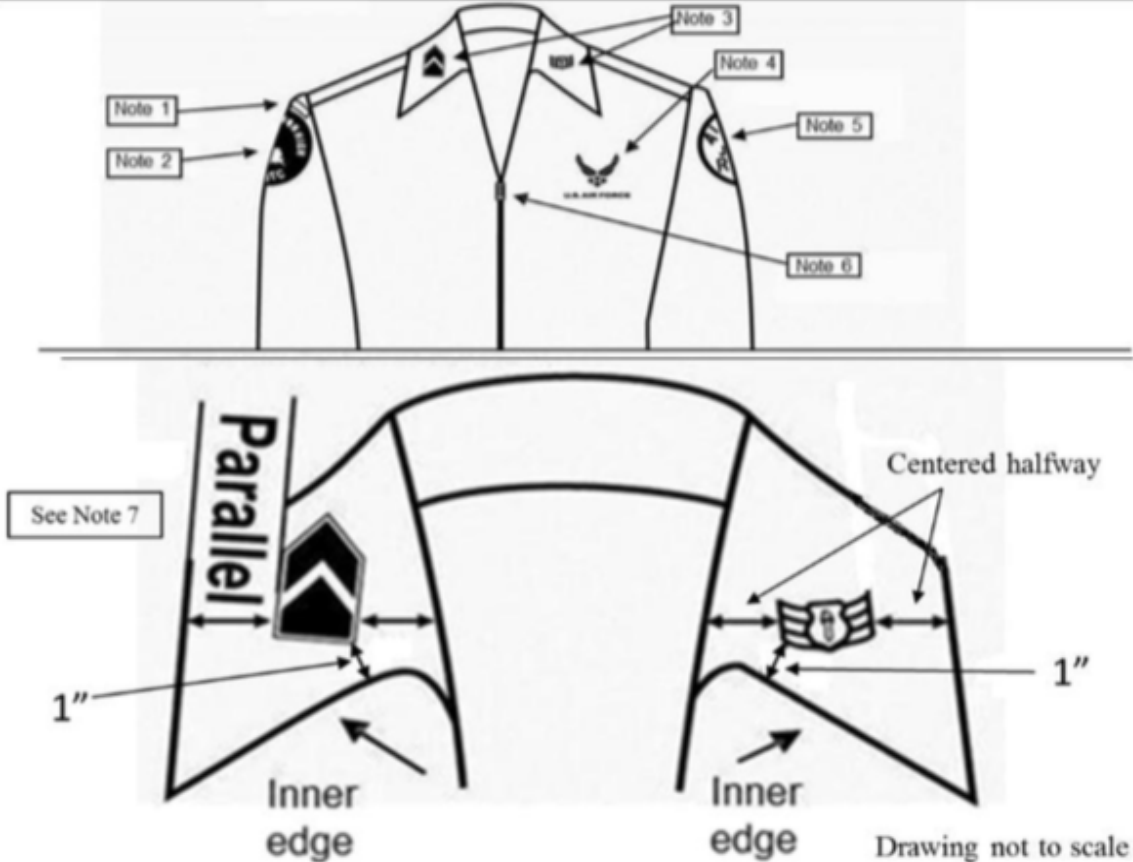
CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. **Medals (regardless of what type) are not authorized for wear on this uniform.**



CADET LIGHTWEIGHT BLUE JACKET

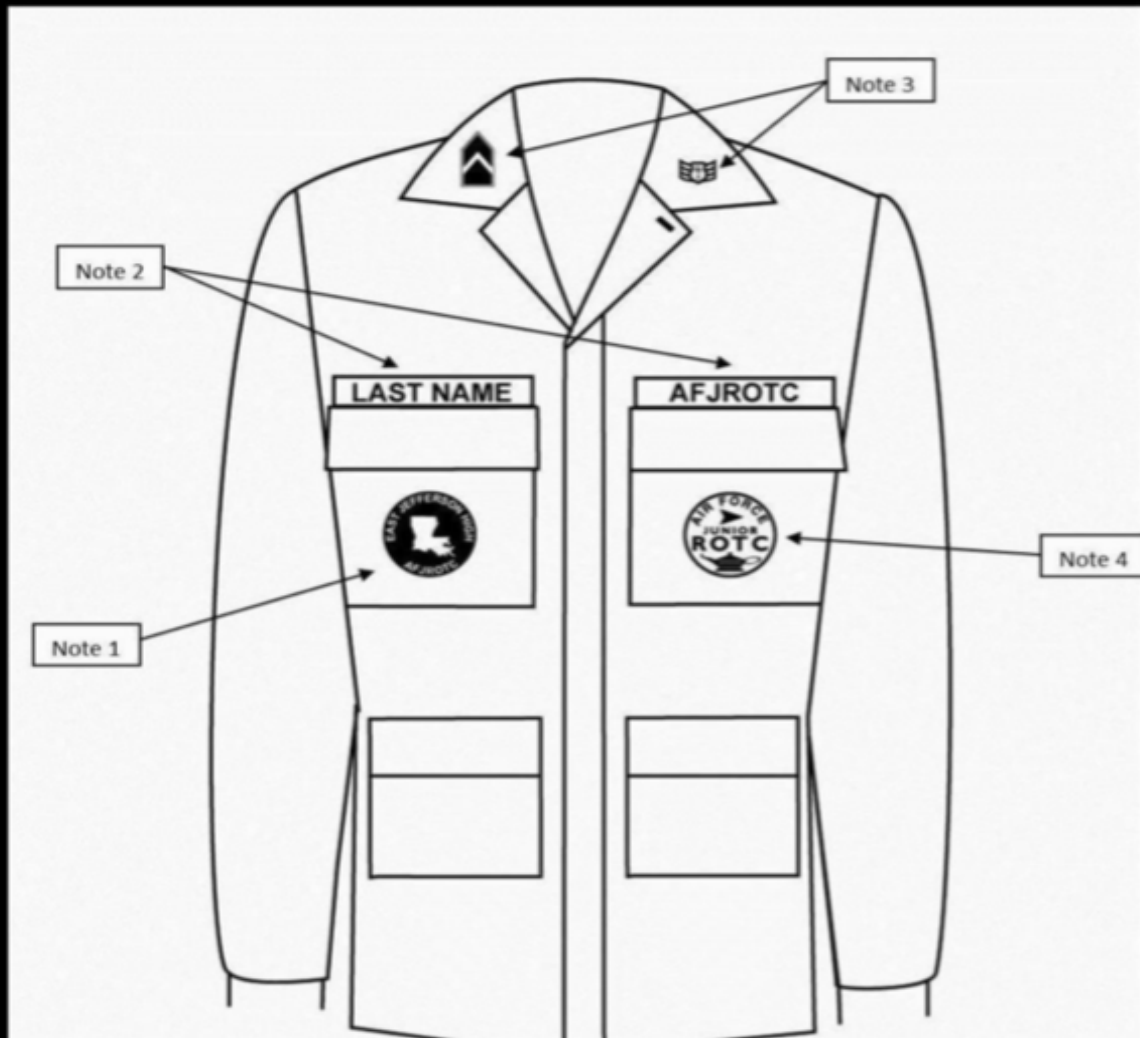


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
4. 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.
5. AFJROTC patch on left sleeve $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.



CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.



CHAPTER 6: DRILL

- ❖ **What is Drill:** The orderly movement of a formation from one place to another.
- ❖ **Parts of a Command:** There are two parts of a command: **PREPARATORY COMMAND** “FORWARD” and **COMMAND OF EXECUTION** “MARCH”.
- ❖ **All commands MUST** be called from the position of attention. When calling commands, the individual should use their diaphragm to be better heard.

Two types of Drill Movements:

- ❖ **Stationary Movements:** Stationary drill consists of drill movements that are accomplished without marching. Attention/Parade Rest/ Left & Right Face/ Present & Order Arms are examples of stationary movements.
- ❖ **Marching the Flight:** Drill movements/commands **MUST** be given at the position of attention. When given the command to march you must step off on your **left foot** and stay on step with the other cadets in your formation.

Drill Commands

- ❖ **Attention:** You must be at this position to call any command. To give the command you must say group, flight or whatever formation name it is Attention (pronounced tench hut) i.e. Flight Attention. To come to the position of attention bring the heels together and in line. Place the heels as near each other as the conformation of the body permits and ensure that the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, back arched, and shoulders square and even. Arms hang straight down alongside the body without stiffness, and the wrists are straight with the forearms. Thumbs are resting along the first joint of the forefinger, along the seams of the trousers or sides of the skirt. Hands are 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 drawn in slightly so that the axis of the head and neck is vertical; 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.



- ❖ **Parade Rest:** This command can be given only when the formation is at the position of attention. The **Preparatory** Command is "Parade," and the Command of **Execution** is "Rest." On the command "Rest," the cadet will raise the left foot just enough to clear the ground and only move their left foot to the left so that the heels are a shoulder length apart. Keep the legs straight, but not stiff, and the heels align. As the left foot moves, bring the arms, fully extended, to the back of the body, releasing the hands in the process, and extend and join the fingers, pointing them toward the ground. The palms will face outward. Place the right hand in the palm of the left, right thumb over the left, to form an X. The hands will be placed behind the back resting on the butt. Keep your head and eyes straight ahead and remain silent and immobile.

- ❖ **At Ease:** The command is "At ease." On the command, you may relax in a standing position, but you must keep your right foot in place. Your position in the formation will not change, and silence will be maintained. Your arms may be relaxed, but your thumbs must also stay interlaced.

- ❖ **Fall Out:** The command is "Fall Out." On the command, you will do and about face and after completing it you have permission to relax and leave formation. Stay in the area and wait for your next orders or instruction if not already told so.

- ❖ **Right/Left face:** This command can be given only when the formation is at the position of attention. Right (Left) Face. The commands are Right (Left), FACE. On the command FACE, raise the right (left) toe and left (right) heel slightly and pivot 90 degrees to the right (left) on the ball of the left (right) foot and the heel of the right (left) foot, assisted by slight pressure on the ball of the left (right) foot. Keep legs straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movements. Next, bring the left (right) foot forward, ensuring heels are together and align. Feet should now be forming a 45-degree angle, which means the position of attention has been resumed. This completes count two of the movement.

- ❖ **About Face:** The command is about, face. On the command FACE (Command of execution), lift the right foot from the hip just enough to clear the ground. Without bending the knees, place the ball of the right foot approximately half a shoe length behind and slightly to the left of the heel. Distribute the weight of the body on the ball of the right foot and the heel of the left foot. Keep both legs straight, but not stiff. The position of the foot has not changed. This completes count one of the movements.



- ❖ **Present Arms:** This procedure can be performed both during stationary drill and while marching. When not under arms (carrying a rifle), the commands are "Present, arms" and "Order arms." On the command "Present, arms," the individual executes the hand salute. Then the hand salute ends when given the command, "Order arms." **The hand goes up the center of the body and opens at the belly button being placed on the corner of your eyebrow or glasses if you have them.** Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingers and elbows. Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground.
- ❖ **Hand Salute:** The command "Hand Salute" is the exact same as Present arms except you put it up and take it immediately down there are no order arms it is all encompassing.
- ❖ **Forward march:** The command forward March is given to move cadets or get them marching. Anytime you are at a stationary position and need to move cadets forward the command forward march must be given. When given this command you must **step off on your left foot** in order to stay on step with the rest of the formation. While marching you must remain at the position of attention marching forward and having and the arms swing in their natural arcs, **6 inches straightforward and 3 inches to the rear.**
- ❖ **Double Time:** The Movements for DOUBLE TIME are the same in all services, at a cadence of 180 steps per minute. The difference in execution is in the length of the step which is 30-inch steps.
- ❖ **Mark time:** marching in place (without moving forward). The command is "Mark time, March." When marching, the command of execution, "March" is given as either foot strikes the ground. For mark time you must stay in step with the rest of the formation. The balls of the feet are raised 2 inches above the ground. Normal arm swing is maintained.
- ❖ **Half Steps:** On when conducting half steps, the cadet takes one fuller step (24-inch steps) followed by a half step (12-inch step measured from heel to heel), setting the heel down first without scraping the ground. The cadet maintains coordinated arm swing and continues the half step until marched forward or halted.



- ❖ **Column Right/Left, March:** This command is called on the right foot when turning right and the left foot when turning left. Turning the left is the same (just exactly opposite).

Fourth Element Leader: (the person in front of the far-right line of the formation) takes one more step, pivots 90 degrees to the right on the ball of the left foot and suspends arm swing during the pivot. Following the pivot, step off in one normal step and resume coordinated arm-swing. Beginning with the second step after the pivot, take up the half step. Each succeeding member of the fourth element marches the same as the element leader.

Third Element Leader: one step pivots 45 degrees to the right on the ball of the left foot and takes two normal steps prior to pivoting again 45 degrees to the right on the ball of the left foot. Continue marching normal steps until even with the fourth element leader then go to half step once there. Everyone else will do exactly as their element leader does.

Second Element Leader: one step pivots 45 degrees to the right on the ball of the left foot and takes four normal steps prior to pivoting again 45 degrees to the right on the ball of the left foot. Continue marching normal steps until even with the fourth and third element leader then go to half step once there. Everyone else will do exactly as their element leader does.

First Element Leader: one step pivots 45 degrees to the right on the ball of the left foot and takes six normal steps prior to pivoting again 45 degrees to the right on the ball of the left foot. Continue marching normal steps until even with the fourth, third and second element leaders then go to half step once there. Each succeeding member of the first element will do the exact same as the person in front of them. Once the entire formation has changed direction and dress, cover, interval, and distance are reestablished, "Forward, march" is given.



- ❖ **To the Rear:** The command “To the Rear MARCH”, is given as the heel of the right foot strikes the ground. On the command of execution MARCH, the cadet takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet. Then pivot on the balls of both feet, turning 180 degrees to the right, and take a 12-inch step with the left foot in the new direction, with coordinated arm swing, before taking a full 24-inch step with the right foot. While pivoting, do not force the body up or lean forward. The pivot takes a full count, and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.

- ❖ **Right/Left Step March:** The command “Right/Left Step, March” is given only from a halt and for moving short distances. On the command MARCH, the Cadet raises the right or left leg depending on the direction, from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement. The feet are spread a shoulder length apart. To halt from the formation the command halt must be given when feet are together. Flight halt is in two counts so “flight” must be called one time when feet are together and “halt” at the next time they are together.

- ❖ **Right/Left Flank:** The command Right/Left flank, March, is given as the heel of the right or left foot strikes the ground depending on the direction left is called on the left foot and right is called on the right foot. On the command of execution "March," you take one more normal step and pivot 90 degrees on the ball of the lead foot, keeping the upper portion of the body at the position of attention. Then step off with the right (left) foot in the new direction of march with a full step and coordinated arm swing. Arm swing is suspended to the sides as the weight of the body comes forward on the pivot foot. The pivot and step off are executed in one count. This movement is used for a quick movement to the right or left for short distances only. Throughout the movement, maintain proper dress, cover, interval, and distance.

- ❖ **Change Step March:** The command is “Change Step, March”. When the command “March” is given as the right foot strikes the ground, the cadet takes one more, full step with the left foot. Then in one count, place the ball of the right foot alongside (not behind) the heel of the left foot, suspend arm swing, and shift the weight of the body to the right foot. Step off with the left foot with one step, resuming coordinated arm swing. The upper portion of the body remains at the position of attention throughout.



❖ **Open Ranks:** The command is Open Ranks, MARCH. On the command MARCH.

Fourth Element: 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 (all at the same time), halts, and automatically executes dress right dress.

Third Element: one pace forward, halts and automatically executes dress right dress.

Second Element: two paces forward, halts and automatically executes dress right dress.

First Element: three paces forward, halts and automatically executes dress right dress.

❖ **Close Ranks:** To close ranks when at open ranks, the command is Close Ranks, MARCH. On the command MARCH, the first element stands fast. The second element takes one pace forward with coordinated arm swing and halts at the position of attention. The third element takes two paces forward with coordinated arm swing and halts at the position of attention. The fourth element takes three paces forward with coordinated arm swing and halts at the position of attention.



30 Step Drill Sequence

(L) or (R) refers to the foot on which each command is called.

1-10 Stationary movements

- | | |
|-----------------------------|---|
| 1. Fall In | 17. To the Rear, March (R) |
| 2. Open Ranks, March | 18. Column Right, March (R) |
| 3. Ready, Front | 19. Forward, March (R) |
| 4. Close Ranks, March | 20. Eyes Right (R) |
| 5. Present Arms | 21. Ready front (L) |
| 6. Order Arms | 22. Column Right, March (R) |
| 7. Parade Rest | 23. Forward, March (R) |
| 8. Attention | 24. Change Step, March (R) |
| 9. Left Face | 25. Column Right, March (R) |
| 10. About Face | 26. Forward, March (R) |
| 11. Forward, March | 27. Flight Halt |
| 12. Right Flank, March (R) | 28. Left Face |
| 13. Left Flank, March (L) | 29. Right Step, March |
| 14. Column Right, March (R) | 30. Flight, Halt (<i>call when feet come</i> |
| 15. Forward, March (R) | <i>together</i>) |
| 16. To the Rear, March (R) | |



Unarmed Regulation Drill Sequence

1. Open Ranks, March
 2. Ready, Front
 3. Close Ranks, March
 4. Parade Rest
 5. Attention
 6. Count Off
 7. Left Face
 8. About Face
 9. Close, March
 10. Extend, March
 11. Left Face
 12. Left Step, March
 13. Right Face
 14. Mark Time, March
 15. Forward, March
 16. Change Step, March
 17. Column Right, March
 18. Forward, March
 19. Counter, March
 20. Forward, March
 21. Column Half Left, March
 22. Column Half Left, March
 23. Column Left, March
 24. Forward, March
 25. Left Flank, March
 26. Right Flank, March
 27. Column Right, March
 28. Forward, March
 29. Eyes Right
 30. Ready Front
 31. Column Right, March
 32. Forward, March
 33. Double Time, March
 34. Quick Time, March
 35. Flight, Halt
 36. Forward, March
 37. To the Rear, March
 38. Flight, Halt
 39. About Face
 40. Column of files from the right column right March*
 41. Flight Halt
 42. Column of 3s to the left March**
 43. Forward March
 44. Left flank March
 45. Flight halt
- (40)*First element leader says “forward”, second and third element leaders say “column right”
- (42)**First element leader says “Stand Fast,” Second and Third element leaders say “Column Half Left.” Each element leader will then halt their element with “Element, Halt”



AFMAN 36-2203 Color Guard

1. The Regulation Color Guard will consist of four members. Proper commands are provided below. This drill sequence contains movements only. Proper commands for executing these moves will be in accordance with TC 3-21.5 and AFMAN 36-2203. Sequence cards are not authorized, and their use will result in disqualification.
2. Timing for the Regulation Color Guard will be as follows: No minimum, Four and a half ($4\frac{1}{2}$) minutes maximum. Timing and scoring will start and stop when the team enters and exits the drill area. There will be a penalty of one point for each second the team exceeds the time limit.
3. The Color Guard competition area will be 60 feet by 60 feet. There will be a three-point penalty for every movement out of bounds.
4. Any flag touching the ground or in the wrong position on competition field will result in disqualification and a score of zero.
5. The uniform for Regulation Color Guard will be the same as inspection.
6. Commands must use given report in statement.



AFMAN 36-2203 Regulation Color Guard Sequence

1. Forward March
2. Half Right About March
3. Color Guard Halt (centered on judge)
4. Present Arms
5. Report In ... "Sir/Ma'am, Color Guard Number ____ From Deland High School, FL-023, AFJROTC Cadet Group Reporting In For AFM 36-2203 Regulation Drill Sequence And Request Permission To Utilize Drill Area Sir/Ma'am."
6. Order Arms
7. Order Colors
8. Parade Rest
9. Attention
10. Carry Colors
11. Right About March
12. Forward March
13. Half Left About March
14. Forward March
15. Color Guard Halt
16. Right About March
17. Forward March
18. Eyes Right
19. Ready Front
20. Mark Time March
21. Forward March
22. Color Guard Halt
23. Half Left About March
24. Forward March
25. Half Left About March
26. Forward March
27. Half Step March
28. Forward March
29. Left About March
30. Forward March
31. Half Right About March
32. Forward March
33. Color Guard Halt (centered on judge)
34. Present Arms
35. Report Out "Sir/Ma'am, Color Guard Number ____ From Deland High School, FL-023, AFJROTC, Cadet Group Has Completed AFM 36-2203 Regulation Drill Sequence And Request Permission To Leave Drill Area Sir/Ma'am."
36. Order Arms
37. Right About March
38. Forward March
39. (Exit)



TC 3-21.5 Color Guard (Army Special)

1. **General.** The TC 3-21.5 Color Guard will consist of four members. This drill sequence contains movements only. Proper commands for executing these movements will be in accordance with the TC 3-21.5. Sequence cards are not authorized, and their use will result in disqualification.
2. There will be no minimum time and eight and a half ($8\frac{1}{2}$) minutes maximum. Timing and scoring will start and end as the team enters and exits. There will be a penalty of one point for each second that the team exceeds the time limit.
3. The competition area will be 60 feet by 60 feet. There will be a three-point penalty for every movement out of bounds.
4. Uniforms may include any type of uniform or optional items approved by Headquarters AFJROTC.
5. Any flag touching the ground or in the wrong position on field will result in disqualification and a score of zero.

TC 3-21.5 Color Guard Sequence

- | | |
|------------------------------------|-----------------------------------|
| 1. Entrance (note 1) | 18. Right wheel, march |
| 2. Uncase, colors (note 2) | 19. Forward, march |
| 3. Report in | 20. Colors reverse, march |
| 4. Colors reverse, march | 21. Forward, march |
| 5. Forward, march | 22. Eyes, right |
| 6. Left wheel, march | 23. Ready, front |
| 7. Forward, march | 24. Left wheel, march |
| 8. Colors reverse, march | 25. Forward, march |
| 9. Forward, march | 26. Left wheel, march |
| 10. Colors, halt (5 second pause) | 27. Forward, march |
| 11. Order, colors | 28. Left wheel, march |
| 12. Parade, rest | 29. Forward, march |
| 13. Attention | 30. Colors, halt (5 second pause) |
| 14. Carry, colors (5 second pause) | 31. Report out |
| 15. Forward, march | 32. Case, colors (note 3) |
| 16. Right wheel, march | 33. Exit (note 4) |
| 17. Forward, march | |



Note 1: Consists of all movements needed to place the colors in the center of the drill area.

Note 2: Consists of the necessary TC 3-21.5 movements to uncase the colors.

Note 3: Consists of the necessary TC 3-21.5 movements to case the colors.

Note 4: Consists of all the movements used to remove the colors from the drill area.

Note: A 5-second pause must be maintained after executing **bold commands**.

Additional Color Guard Penalties: According to AFMAN 36-2203, 7.32.2, Color Guards are marching at Close Interval. Therefore, Color Guards should not be touching shoulders. Teams will be penalized for marching with shoulders touching and not being at “Close Interval” the entire time. Color Guards should be marching IAW AF Instruction and all free arms should have proper marching arm-swing. Any free arms not using proper arm swing will be penalized. Flag bearers may hold the flag with only one hand or both hands. If they choose to march with one hand holding the staff, then their free arm must have an arm swing.



CHAPTER 7: CADET EVALUATION & PROMOTION

GENERAL: In the FL-023 program, cadet ranks parallel those of the active Air Force. Ranks are awarded based upon performance and possible additional future responsibilities. When using ranks in the AFJROTC program, the word “**cadet**” will always be used to ensure it is cadets being referred as cadets and not members of the armed services.

LIMITATIONS: Cadet Ranks are limited based upon the amount of enrollment in the program. At current manning levels, the maximum rank attainable within FL-023 is Cadet Colonel, which is the highest attainable rank for AFJROTC. Distribution of ranks within FL-023 will also parallel that of an active Air Force unit. In other words, we will ensure we do not have too many officers for enlisted within our ranks.

PERMANENT RANKS: All cadets are assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed. These ranks are awarded based on in-class activities. The highest attainable permanent rank, based on Aerospace Science (AS) level is as follows:

- a. AS100 cadets: Cadet Airman First Class
- b. AS200 cadets: Cadet Senior Airman
- c. AS300 cadets: Cadet Staff Sergeant
- d. AS400 cadets: Cadet Staff Sergeant

TEMPORARY RANKS: Temporary ranks and promotions are based on positions included in the FL-023 Corps of Cadets. Upon completion of the position, cadets will revert to their earned permanent rank unless selected for another position that offers a temporary rank.

EVALUATION PROGRAM: To ensure fairness and equity in promotions and ranks/positions, a comprehensive evaluation program, like the active Air Force, will be implemented.



EVALUATION PROCESS: As part of the Evaluation Program, each cadet will receive the following items during the prescribed times.

- ❖ Initial Feedback: Within 20 days of the beginning of each Semester. The Initial Feedback session is to outline expectations of cadets during the semester and is utilized in the performance evaluation process.
- ❖ Midterm Feedback: At the conclusion of the 1st and 3rd Quarters. The Midterm Feedback session is for leaders to provide written communication to cadets on their performance, to date, based on expectations outlined during the Initial Feedback session.
- ❖ Performance Evaluation: Toward end of 2nd and 4th Quarters. The performance evaluation forms will be completed and utilized to determine promotion potential and future position/rank assignments.
- ❖ In all cases, the SASI/ASI will review, provide comment/feedback, and sign all feedback and evaluation forms.
- ❖ The evaluation process shall begin when the SASI/ASI staff provides feedback or an evaluation of the cadet group commander. The chain of command will be followed in determining who will complete feedback and evaluation forms. Those cadets not assigned a temporary position will have their feedback and evaluation completed by their Flight Commander/Sergeant.
- ❖ Any disagreements among the rating officials will be discussed and resolved with the SASI/ASI.

COMMAND AND STAFF: The SASI/ASI will determine the cadet Group Commander. The cadet Group Commander, in consultation with the SASI/ASI, may select subordinate commanders and Group staff.

PROMOTIONS: Cadets are promoted as a result of proven performance, promotion testing and potential for assumption of additional responsibilities. The promotion cycles in FL-023 occur at the end of each grading quarter/semester or whenever it is deemed appropriate.



PROMOTION PROCEDURES: Upon completion the performance evaluation forms, commanders at all levels will prepare a memorandum for the cadet group commander and ASI staff, with their recommendations. See the below document for required information.

BELOW-THE-PROMOTION ZONE (BPZ) / STRIPES FOR EXCEPTIONAL

PERFORMERS: Under circumstances where cadets are performing in a superior fashion, commanders may recommend to the cadet Group commander and SASI/ASI, cadets who deserve accelerated promotion. Deserving cadets who are cadet airmen (AB through A1C) and officers (2nd LT-LTC) may be promoted under the BPZ program, whereby cadets who are SrA-SMSGt may be promoted early under the STEP program. These promotions will be conducted at the end of the 1st and 3^d quarters, using the Midterm Feedback Worksheet and below letter format. Note that only **5%** of the TOTAL cadet corps may be promoted under this program per quarter.

DEMOTIONS: Cadets will not normally be demoted. However, in instances of egregious behavior or conduct detrimental to the corps of cadets (constant lack of responsibility), a cadet may be demoted at the discretion of the SASI/ASI. This process may be as the result of behavior noted personally by the SASI/ASI or as the result of recommendations arriving at the staff through the Cadet Accountability Board (CAB). Cadets who are demoted will have a Memorandum for the Record (MFR) inserted in their cadet records documenting the demotion and its cause. The MFR will be removed when and if the cadet returns to good standing, normally at the end of the next grading/promotion cycle.



Promotion Process

Permanent Promotion:

Given to cadets in the corps who show integrity first, service before self, and excellence in all they do. In order to be promoted a cadet must be on track with the unit goals as well as their own. To be promoted your evaluator will recommend you for your next rank if:

- ❖ **C/Airman Basic:** All cadets joining AFJROTC will receive this rank.
- ❖ **C/Airman:** Cadets who have been part of the corps for one semester. Are on track with the unit goals as well as their own (academic, fitness, community service, etc.). All 1's in conduct with no disciplinary actions such as referrals or AE. They also need to have scores of acceptable or higher on their final evaluations.
- ❖ **C/Airman First Class:** Cadets who have been part of the corps for one year. Are on track with the unit goals as well as their own. All 1's in conduct with no disciplinary actions such as referrals or AE. Have no lower than acceptable scores on their final evaluation.
- ❖ **C/Senior Airman:** Cadets who have been in the corps for two years. Are on track with the unit goals as well as their own. All 1's in conduct with no disciplinary actions such as referrals or AE. Have no lower than acceptable scores on their final evaluation.
- ❖ **C/Staff Sergeant:** Cadets who have been in the corps for three years. Are on track with the unit goals as well as their own. All 1's in conduct with no disciplinary actions such as referrals or AE. Have no lower than acceptable scores on their final evaluation.

****NOTE:** If a cadet does not receive a final evaluation, by their evaluator, they must fill out a self-evaluation and have it reviewed and signed by their element leader for approval.



INITIAL FEEDBACK WORKSHEET (Due 20
days of each semester)

AIR FORCE JROTC CADET INITIAL FEEDBACK WORKSHEET			
NAME OF CADET			
CADET RANK		POSITION	
AREA	EXPECTATIONS		
1.APPEARANCE (uniform, grooming)			
2.RESPECT (cadets, teachers, others)			
3.ATTITUDE (enthusiasm, participation)			
4.RESPONSIBILITY (attendance, behavior, academics)			
5.SERVICE (community, school)			
6.DRILL&CEREMONY (knowledge, performance)			
7.COMMUNICATION (ideas, suggestions)			
	GOALS		
Academic:			
Fitness:			
Personal:			
Rating official signature		Date	
Cadet signature		Date	
Endorsing official (Sq/CC, Gp/CC)		Date	
ASI Staff signature		Date	



**MIDTERM FEEDBACK WORKSHEET (Due at
the end of 1st and 3rd quarter)**

AIR FORCE JROTC CADET MIDERM FEEDBACK WORKSHEET				
NAME OF CADET				
CADET RANK		POSITION		
RATINGS	1-UNSAT	2-BELOW AVG	3-AVERAGE	4-EXCELLENT 5-SUPERIOR
AREA	TENTATIVE RATINGS			
1.APPEARANCE				
2.RESPECT				
3.ATTITUDE				
4.RESPONSIBILITY				
5.SERVICE				
6.DRILL&CEREMONY				
7.COMMUNICATION				
AREA	COMMENTS (Required if rated 2 or below)			
1.APPEARANCE				
2.RESPECT				
3.ATTITUDE				
4.RESPONSIBILITY				
5.SERVICE				
6.DRILL&CEREMONY				
7.COMMUNICATION				
	GOALS (Follow-Up on Success--Circle One)			
Academic	Exceed	On Track	Needs work	
Fitness	Exceed	On Track	Needs work	
Personal	Exceed	On Track	Needs work	
	PFT Scores			
	PU:	SU:	SR:	V-Sit: 1Mile:
	GRADE POINT AVERAGE			
	AFJROTC:		ALL CLASSES:	
Rating official signature			Date	
Cadet signature			Date	
Endorsing official (Sq/CC, Gp/CC)			Date	
ASI Staff signature			Date	



**PERFORMANCE EVALUATION FORM (Due at
the ends of 2nd and 4th quarter)**

AIR FORCE JROTC CADET PERFORMANCE EVALUATION WORKSHEET					
NAME OF CADET	FLIGHT:				
CADET RANK		POSITION			
RATINGS	1-UNSAT	2-BELOW AVG	3-AVERAGE	4-EXCELLENT	5-SUPERIOR
AREA	RATINGS				
1.APPEARANCE					
2.RESPECT					
3.ATTITUDE					
4.RESPONSIBILITY					
5.SERVICE					
6.DRILL&CEREMONY					
7.COMMUNICATION					
TOTAL RATING (ADD TOTAL AND DIVIDE BY 7)					
GOALS (CIRCLE ONE)					
ACADEMIC	EXCEEDED	MET		NOT MET	
FITNESS	EXCEEDED	MET		NOT MET	
PERSONAL	EXCEEDED	MET		NOT MET	
PFT SCORES					
SU:	PU:	SR:	V-SIT:	1 MILE:	GRADE:
GRADE POINT AVERAGE			AFJROTC		SCHOOL
DISCIPLINE ACTION (AE, OSS, DETENTION, CAB)			YES		NO
ATTENDANCE RECORD (ABSENCES/TARDIES)			ABSENCES		TARDIES
COMMENTS					
RECOMMENDED FOR PROMOTION? (YES / NO)			PERMANENT	TEMPORARY	
Rating official signature			Date		
Cadet signature			Date		
Endorsing Official Signature	Concur(Y/N)			Date	
ASI Staff Signature	Concur(Y/N)			Date	



Cadet Self-Examination for Promotion					
Name of Cadet					
Cadet Rank:		Flight:			
	1- Unsatisfactory	2-Below Average	3-Average	4-Excellent	5-Superior
Uniform Wear	Below 69%	70%-79%	80%-89%	90%-95%	96%+
Dress Code					
Respect					
Attitude					
Responsibility					
Service	0 Events	1-2 Events	3 Events	4 Events	5+ Events
Drill and Ceremony					
Communication					
Knowledge					
Goals	Not Met	Met	Exceed		
Unit Academic Goal					
Unit Fitness Goal					
Unit Community Service Goal					
Personal Academic Goal					
Personal Fitness goal					
PFT Scores	PU:	SU:	SR:	V-Sit:	1Mile:
To Be Filled By Rating Official:					
Recommended for Promotion:	Permanent:	Yes or No	Temporary:	Yes or No	
Rating Official Signature				Date	
Cadet Signature				Date	
Endorsing Official				Date	
ASI Staff Signature				Date	



Temporary Promotion:

Given to cadets when earning a job in the corps. Cadets must exceed the requirements for a permanent promotion if they want a temporary promotion. For more information see page (page number of job application information and process) for more information.

Below-The-Promotion Zone (BPZ):

Given to 5 percent of the entire corps, primarily AS100's and AS200's. These select cadets will be recognized at the end of the first and third quarter. The Friday before the first and third ribbon ceremonies element leaders, officers, or NCO's will fill out and turn in a BPZ/STEP recommendation memorandum (first page). Top 4 Leadership with at least one instructor will review the options and choose the most deserving cadets who will be announced on the ribbon ceremony.



BPZ/ STEP RECOMMENDATION MEMORANDUM

NOTE: MODIFY ACCORDING TO YOUR POSITION—KEEP IN MIND BPZ/STEP promotions will be limited to **5% of the TOTAL CADET CORPS**

- ❖ Must be typed in 12 point font Times New roman
- ❖ One paragraph about why they deserve this promotion
- ❖ One paragraph about the specific details (questions provided below, please elaborate on each question)
- ❖ Must have no lower than excellent on evaluations
- ❖ Must have a 3.4 GPA with no D's or F's (attach a printout of grades)
- ❖ Must have all 1's in conduct and no referrals, or similar disciplinary actions

DATE:

FROM: Name, rank, and appropriate position (Flt/CC, Flt/Sgt, Element leader, Sq/CC, Gp/CC, Etc.)

SUBJECT: First semester below the zone promotion or second semester below the zone promotion.

CADET: Cadet, rank, and name

RECOMMENDATION: Early promotion to the rank of (One rank higher than current)

REASON: What events have they participated in/run? What leadership abilities do they show? How are their communication skills? Do they represent our core values? What makes them different from other cadets? Are they involved with our LDRs? How do they treat others? Do they offer help to their peers? Do they perform all the tasks asked from them? Have they met all due dates? How are their academics and attendance? Are there any other things to consider but are not mandatory?

Rating official sig.			Date	
Endorsing official (Sq./CC, Gp. /CC)			Date	
ASI Staff signature			Date	



AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LEUTENANT
COLONEL



COLONEL

CADET AIRMAN RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT



INDIVIDUAL CADET RESPONSIBILITIES

Individual cadets are supervised by their Flight Commanders/Flight Sergeants, and are responsible for the following:

1. Show up for all classes every day! **No skipping**
2. Do your classwork/homework for every class. No missed assignments!
3. Seek help when necessary...ask questions
4. **Abide by rules and regulations** contained in this Cadet Handbook and Air Force Instructions concerning the AFJROTC program.
5. Follow directions and orders of cadet officers and NCOs appointed over them.
6. Follow other duties as directed by cadet leaders and the SASI/ASI.
7. If interested in becoming a leader, **submit applications for leadership positions** as they become available. Be sure that the application includes the reason you desire to be a leader, your qualifications, and what you have done to deserve the position. All officer appointments will be reviewed and approved or disapproved by the SASI.

CADET OFFICER RESPONSIBILITIES:

(sworn into an officer position)

“Leadership is intangible & therefore no weapon ever designed can replace it “

An age-old adage says, “A good officer doesn’t sleep until his troops have been placed to sleep”.

An officer’s position means additional responsibility, and the ability to exercise authority over subordinates. Along with this authority, is an increased amount of responsibility and humility.

Cadet officers MUST set the right example for all cadets, whether in or out of school. FL-023 cadet officers will have the honor of taking the following Oath prior to assuming the officer rank:

FL-023 AFJROTC OFFICER OATH

I, _____, HAVING BEEN APPOINTED, A CADET OFFICER IN FL-023 AFJROTC CORPS OF CADETS, DO SOLEMNLY SWEAR (OR AFFIRM) THAT I UPHOLD THE AFJROTC HONOR CODE; THAT I WILL FOLLOW THE ORDERS/DIRECTIONS OF THE FL-023 OFFICERS APPOINTED OVER ME; THAT I WILL BE DISCIPLINED IN MY THOUGHTS, WORDS, AND ACTIONS; THAT I WILL NOT TAKE ADVANTAGE OF OTHERS; AND THAT I WILL STRIVE TO SUPPORT, LEAD, AND ACCOMPLISH THE GOALS OF FL-023.



Selection of Honor Flight and Cadet of the Month:

Honor Flight is awarded to members of the outstanding flight based on the results of academics, attendance, uniform inspections, drill evaluations, event participation, and overall behavior. The IG and his/her staff will assist in tracking these items and will provide results to SASI/ASI. Honor Flight will be selected each semester.

Flight Commanders/Sergeants will **nominate** one AS100, AS200, AS300, & AS400 as Cadet of the Month from each flight, if they have someone to recognize. Flight Leadership will complete the Cadet of the Month form and turn it into the Top Staff. The Staff will host Cadet of the Month interviews on Wednesday after-school & Friday during lunch.

NOTE: Flight CC & Flight Sgt make sure you nominate cadets who **truly warrant this recognition**.



Cadet of the Month Recommendation Form

Cadets may be chosen for Cadet of the Month multiple times if they continue to excel

Nominators MUST inform nominees about Recommendation.

Nominator: _____
C/ Rank, Last Name, First Name

Date: _____

Nominee: _____
C/ Rank, Last Name, First Name

- ❖ One paragraph about why this cadet deserves to be Cadet of the month. (Include specifics such as ‘What/How many events they have done for the Month.’//’LDR’s – How many they participate in, # of events they participated in for their LDR)
- ❖ Must be typed in 12pt. and Times New Roman
- ❖ Nominee **cannot** have any D’s or F’s (one C max.) on their report card
- ❖ Nominee **cannot** have behavioral issues (Referrals, AE)

Signatures					
Nominator:					Date:
SASI:		Date:	Group CC:		Date :
ASI:		Date	Group CD:		Date :
ASI:		Date	Group Supt.:		Date :

*Must have no lower than excellent on evaluations. If your Cadet is selected, they will participate in an interview process.



Cadet of the Month Information

Interview Process

- ❖ Cadets chosen for Cadet of the Month will partake in an interview board.
- ❖ Cadets that do not show up to their Board will be dropped as a candidate for that month they were chosen.
- ❖ Boards will be held the last week of the month, Wednesday after school or Friday during lunch

Dress Code for Interview

- ❖ Uniform Blues (depending on day of board, those selectees will wear their uniform on this day)
- ❖ Standards (Bun/Haircut, shaved, groomed)

Cadet Preparations

- ❖ Cadets will need to study their general knowledge.
- ❖ Board members will also ask about Current events.
- ❖ Cadets should be able to know what events they have participated in.
- ❖ Cadets should also be able to include what LDRs they are actively attending and contributing to.

!! Nominators will be responsible for preparing their nominee(s) !!

Prep list

- ❖ Does your cadet know their rank/position?
- ❖ Does your cadet know Knowledge and current events?
- ❖ Cadet Uniform – standards? Is their uniform correctly arranged?
- ❖ Mock interview?

Important Info

- ❖ First quarter – ONE cadet of AS200 level or higher will be chosen as well as ONE AS100
- ❖ The rest of the year each AS level will compete as a whole.
- ❖ Nominees must submit forms on the Friday the week before the boards will be held.
(Boards are held the last week of the month.)



Board Member Grading Sheet

Interviewee: _____

Date: _____

Evaluator: _____

<u>CRITERIA</u>	<u>Y – 2</u>	<u>Partial – 1</u>				<u>N – 0</u>	<u>Points</u>
<u>CADET APPEARANCE</u>							
Is the cadet in the correct uniform?							
Is the cadet in standards?							
<u>BEARING</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>		
Report in/out							
Eye Contact?							
How are they Seated?							
Do they speak confidently/ clearly/respectfully?							
<u>GENERAL KNOWLEDGE</u>	<u>Yes – 2</u>			<u>No – 0</u>			
QUESTION 1							
QUESTION 2							
QUESTION 3							
<u>CURRENT EVENTS</u>							
QUESTION 1							
QUESTION 2							
<u>LEADERSHIP</u>	<u>Y – 2</u>	<u>Partial – 1</u>			<u>N – 0</u>		
Why do you think you have been Nominated? Why do you deserve to be chosen?							
<u>TOTAL:</u>							



Evaluator Comments:

Evaluator Signature:		Date:
Nominee Signature:		Date:

Evaluator Comments: _____

Saluting Policy and Cadet Authority:

In the Air Force one of the most important customs and courtesies is the hand salute. It is the oldest of Air Force customs and courtesies and in its simplest form, is a greeting.

WHEN IN UNIFORM, CADETS ALWAYS SALUTE THE SASI AND ASI.

The cadet with the lower rank, salutes first and holds the salute until it is returned, and the hand lowered by the cadet of higher rank. Saluting is part of leadership training and must be done properly. There is only one way to properly salute, and you are expected to salute as you are taught in class.

- ❖ Always salute from the position of attention, whether you are standing still or moving.
- ❖ All cadet officers are saluted by ALL cadet airmen, NCOs and cadet officers of lower rank.
- ❖ Saluting is only done outdoors except when reporting in the classroom or reporting to the SASI/ASI.

Cadet Officers and NCOs are authorized to give orders to cadets holding lower ranks so long as they are not illegal, immoral, or unethical. Cadet Officers/NCOs should politely advise cadets if they are out of uniform or displaying unacceptable conduct.

Apart from Flight Commanders, who have the right to make seating charts, Cadet Officers and NCOs do not have authority to change leadership positions, excuse other cadets from classes or formations, or to change any existing orders, directives, or regulations. Recommendations must be made to and approval received from the SASI or ASI prior to any such action.

***No Saluting policy in FL-023 however, cadets must understand the importance of saluting Officers/SASI/ASI**



CHAPTER 8: CADET ORGANIZATION/JOB DESCRIPTIONS

The following individual duties, responsibilities and descriptions outline the "key and essential" positions of FL-023. Each position includes the appropriate AS level, and a beginning temporary rank and the highest attainable temporary rank.

Organization of FL-023

1. The diagram below is a depiction of the Group organization structure of FL-023. This organization breaks down the functions of the corps into specialized tasks. The responsibilities associated with these tasks are found in detail in the following pages. **Each cadet should study all the job descriptions** as they relate to the organizational chart to gain a more complete understanding of how the various functions relate to the total function or mission of the corp.
2. Examination of the organizational chart shows not everyone will serve in a leadership position. A system exists (the promotion system) to ensure that cadet leaders are chosen carefully. Information relative to promotions is contained in a separate chapter.
3. Closer examination of the chart will show a **"Chain-of-Command"** reflected by the black lines connecting the cadet functions or positions. Information, guidance, and decisions should flow "down" the chain-of-command in the form of orders, either oral or written, through all intermediate levels of command. Information, advice, and recommendations should flow "up" the chain-of-command through all intermediate levels of command.
4. To progress up this chain-of-command, each cadet should strive to learn the duties and responsibilities of each position on the chart. If you are selected for one of the leadership positions, fulfill that position to the best of your ability and there will be room for you to move "up" the chain-of-command.



Unit Detail Listing (UDL)

Depending on growth of the program, positions may be added/deleted, and ranks may be lowered.

<u>Position</u>	<u>Office Symbol</u>	<u>Min AS Level</u>	<u>Max Rank</u>	<u>Auth#</u>
Group Commander	GP/CC	AS300-400	C/Col.	1
Deputy Group Commander	GP/DEP	AS300-400	C/Lt.Col	1
Group Superintendent	GP/SUP	AS300-400	C/CMsgt	1
Inspector General	IG	AS300-400	C/Lt.Col	1
Inspector General NCO	IG/NCO	AS200-400	C/TSgt	2
Executive Officer	EXEC	AS300-400	C/Major	1
Operation Sup. Squadron CC	OSS/CC	AS300-400	C/Lt.Col	1
Operation Sup. Squadron Superintendent	OSS/SUP	AS200-400	C/SMSgt	1
Mission Support Squadron Commander	MSS/CC	AS300-400	C/Lt.Col	1
Mission Support Squadron Superintendent	MSS/SUP	AS200-400	C/SMSgt	1
LDR Squadron Commander	LDR/CC	AS300-400	C/Lt.Col	1
LDR Squadron Superintendent	LDR/SUP	AS200-400	C/SMSgt	1
Flight Commander	FLT/CC	AS300-400	C/Capt.	6
Flight Sergeant	FLT/SGT	AS200-400	C/Msgt	6
Element Leaders	EL	AS100-300	C/TSgt	24
Personnel OIC	PER/OIC	AS200-400	C/1stLt	1
Personnel NCO	PER/NCO	AS200-400	C /TSgt	2
Public Affairs OIC	PA/OIC	AS200-400	C/Capt.	1
Public Affairs NCO	PA/NCO	AS200-400	C/TSgt	6
Finance OIC	FIN/OIC	AS200-400	C/1stLt	1
Finance NCO	FIN/NCO	AS200-400	C/Tsgt	2
Education & Training OIC	E&T/OIC	AS200-400	C/Capt.	1
Education & Training NCO	E&T/NCO	AS200-400	C/Msgt	2
Logistics OIC	LOG/OIC	AS200-400	C/1stLt	1
Logistics NCO	LOG/OIC	AS200-400	C/TSgt	2
Recruiting OIC	RECRC/OIC	AS200-400	C/Capt	1
Recruiting NCO	RECRC/NCO	AS200-400	C/Msgt	2
Health & Wellness OIC	H&W/OIC	AS200-400	C/1stLt	1
Health & Wellness NCO	H&W/NCO	AS200-400	C/TSgt	2
Community Service OIC	CS/OIC	AS200-400	C/Capt	1
Community Service NCO	CS/NCO	AS200-400	C/Msgt	2
Drill OIC	DT/OIC	AS300-400	C/Capt	1
Drill NCO	DT/NCO	AS200-400	C/TSgt	1
Unarmed Regulation NCO	UR/NCO	AS200-400	C/TSgt	1
Unarmed Exhibition NCO	UE/NCO	AS200-400	C/TSgt	1
Armed Regulation NCO	AR/NCO	AS200-400	C/TSgt	1
Armed Exhibition NCO	AE/NCO	AS200-400	C/TSgt	1
Colorguard/Sabre NCO	C&S/NCO	AS200-400	C/TSgt	1
STEAM OIC	STEAM/OIC	AS200-400	C/Capt	1
STEAM NCO	STEAM/NCO	AS200-400	C/SMSgt	1
Aviation OIC	AVIAT/OIC	AS200-400	C/1stLt	1
Cyberpatriot OIC	CP/OIC	AS200-400	C/1stLt	1
Awareness Presentation Team OIC	APT/OIC	AS200-400	C/1stLt	1
Kitty Hawk OIC	KH/OIC	AS200-400	C/1stLt	1



FL-023 GROUP STRUCTURE



CORD DESCRIPTIONS (CDs)

Cord Color Swatches

Poly Cord			
	White WH		Dark Gold DG
	Black BK		Old Gold OG
	Jay Blue JB		Kelly Green KG
	Infantry Blue IB		Pine Green PG
	Medium Blue MB		Dark Green GR
	Royal Blue RY		Scarlet SC
	Teal TL		Dark Red DR
	Navy Blue NV		Cardinal CD
	Gold GO		Maroon MR
			Gray GY
			Orange OR
			Purple PR
			Buff BU
			Brown BW
		METALLIC CORD	
			Silver Luminette (SL) (For special cords as noted only.)
			Metallic Silver (MS)
			Metallic Gold (MG)

Group CC- Black + Metallic Gold

Group DEP- White + Metallic Gold

Group SUP- Black + Metallic Silver

Inspector General- White + Metallic Silver

Squadron CCs'- White + Gold

Superintendents- White + Black

Executive Officer- Navy

Flight OIC- Dark Green

NCO- White

KHAS OIC- Black + Gold



POSITION DESCRIPTIONS

GROUP COMMANDER (GROUP/CC) (1 position authorized):

The GROUP/CC is supervised by the SASI/ASI and is responsible for the following:

The Cadet Group Commander is responsible for the effective operation of the Group. He/She is responsible for the accomplishment of the overall goals of the Group.

- ❖ Lead FL-023 by setting a good example for the cadets to follow.
- ❖ Ensure with the SASI/ASI to ensure the goals of the cadet corps are met.
- ❖ Coordinate cadet activities.
- ❖ Establishing cadet leaders are outlining duties, establishing target dates, and monitoring progress at regular intervals.
- ❖ Complete feedback and performance evaluation forms for Superintendents and Cadet Squadron Commanders.
- ❖ Submit recommendations for promotions and leadership position changes to the SASI/ASI for comments/final decision.
- ❖ Maintaining an awareness of everything that's going on in the cadet Group and taking the appropriate actions to make sure the Group continues to meet its mission.
- ❖ Coordinate all Cadet Group activities with the SASI/ASI and keep them informed of ***ALL*** activities within the corps (school and non-school related activities).

AS Level: AS300-400 Temporary Rank: C/LT Colonel – C/Colonel



DEPUTY GROUP COMMANDER (GROUP/DEP) (1 position authorized):

is responsible for the following:

The Cadet Group Deputy Commander is the primary assistant to the Cadet Group Commander. The Deputy Commander takes command of the Cadet Group during his/her absence. The Deputy CC holds the responsibility for discipline. He/she enforces standards of dress, bearing and behavior, and ensures compliance with Air Force, AFROTC, and SASI/ASI standards.

- ❖ Assume command in the absence of the Group Commander.
- ❖ Assist Group Commander with events/activities as assigned.
- ❖ Coordinating activities related to participation in parades and ceremonies.
- ❖ Chair the Cadet Accountability Boards for cadet officers and enlisted.
- ❖ Complete feedback and performance evaluation forms.
- ❖ Making sure Group commanders are conducting meetings as needed and leading/managing their staffs in the direction needed to accomplish unit goals.
- ❖ Assist the GROUP/CC with special projects and events.
- ❖ Lead by setting a good example for the cadets to follow.

AS Level: AS300-400 Temporary Rank: C/Major - C/Lieutenant Colonel

GROUP SUPERINTENDENT (GROUP/SUP) (1 position authorized):

is responsible for the following:

The Group Superintendent is the senior enlisted advisor to the Group Commander. He/she is the link between the enlisted part of the cadet corps and the officers.

- ❖ Advise the GROUP/CC on problems with the enlisted cadets of the corps and suggest possible solutions.
- ❖ Bring any complaints or grievances to the attention to the Top Staff for review.
- ❖ Organize CAB meetings and oversee cadet accountability.
- ❖ Responsible for cadet issues within the corps and manage “**Letter of Counseling**” forms.
- ❖ Works with superintendents to ensure cadets are performing assigned tasks.
- ❖ Lead by setting a good example for the cadets to follow.

AS Level: AS300-400 Temporary Rank: C/SMSgt - C/Chief Master Sergeant



INSPECTOR GENERAL (IG) (1 position authorized):

is responsible for the following:

The Inspector General is a representative for inspection preparation, uniform standards, and policy interpretation issues.

- ❖ Perform the annual self-assessment of the unit.
- ❖ Ensuring all cadet activities are conducted in accordance with current Air Force and school regulations, directives, instructions, policies and procedures.
- ❖ Update the cadet guide for the following year as well as continuity files as directed by the SASI/ASI.
- ❖ Responsible for preparing the Group for the annual Air Force Inspection.
- ❖ Conducting Flight reports and overall corps briefings.
- ❖ Lead by setting a good example for the cadets to follow.

AS Level: AS300-400 Temporary Rank: C/Lieutenant Colonel

EXECUTIVE OFFICER (EXEC) (1 position authorized): is responsible for the following:

The Executive Officer is responsible for recording minutes/dates from staff meetings to make sure cadet leadership has deadlines that need to be completed.

- ❖ Collect notes/minutes from the weekly staff meeting and provide a copy to SASI/ASI and all head staff members.
- ❖ Attend all meetings and brief the staff with any new information acquired from its proceedings.
- ❖ Maintain a file of event tasks that include due dates, checkpoints, and completion dates. This tasking will be briefed during all staff meetings.
- ❖ Manage the suspense listing for Corps
- ❖ Lead by setting a good example for the cadets to follow.

AS Level: AS200-400 Temporary Rank: C/Captain – C/Major



OPERATIONS SUPPORT SQUADRON

OPERATIONS SUPPORT SQUADRON COMMANDER (OSS/CC) (1 position authorized): is responsible for the following:

- ❖ Overseeing Flight Commanders and Deputies to ensure that their job is conducted properly.
- ❖ Assign Flight projects and organize meetings to discuss flight progress.
- ❖ Conducting staff meetings as needed with all functional areas present.
- ❖ Complete feedback and performance evaluation forms.
- ❖ Communicate with other Group Commanders
- ❖ Complete tasks assigned by the Group/CC and DEP

AS Level: AS300-400 Temporary Rank: C/Major – C/Lt Col

OPERATIONS SUPPORT SQUADRON SUPERINTENDENTS (OSS/SUP) (1 position authorized): is responsible for the following:

- ❖ Oversee enlisted cadets in OG
- ❖ Provide guidance and supervision to Flight Commanders/Sergeants, ensuring they are kept informed of all Cadet Corps operations and activities.
- ❖ Ensure cadets fully understand the proper wear of JROTC uniforms and are in full compliance with uniform wear instructions.
- ❖ Advertise meeting dates and deadlines.
- ❖ Ensure Flight sergeants are properly executing their job.
- ❖ Complete any orders given by Commander

AS Level: AS200-300 Temporary Rank: C/MSgt – C/SMSgt



FLIGHT COMMANDER (FLT/CC) (6 positions authorized): is responsible for the

following: Flight Commander are the teachers of FL-023, Flight commanders are the cadet leaders that are responsible for the development of new cadets.

- ❖ Instructing their flight, inspecting cadet uniforms, leading by example, and announcing reminders order by SASI/ASI
- ❖ Follow instructions given by OG Deputy and OG Commander.
- ❖ Present in all Flight Leadership meetings and represent your flight.
- ❖ Train cadets to properly execute all drill movements by AFM 36-2203.
- ❖ Maintain order and ensure all cadets follow classroom rules.
- ❖ Complete feedback and performance evaluation forms and “**Cadet of the Month**” forms.
- ❖ Go over OJT Records with Flight Sergeant.
- ❖ Submit recommendations for promotions and leadership position changes for all cadets assigned to his/her flight.
- ❖ Understand classroom routine (Pledge, cadet creed/ FL-023 mission, announcements, dismissal)
- ❖ Report flight attendance to the SASI/ASI.
- ❖ Create flight chants.
- ❖ Communicate with cadets using Team chats.
- ❖ Lead by setting a good example for the cadets to follow.

AS Level: AS300-400 Temporary Rank: C/ 1st Lieutenant - C/Capt



FLIGHT SERGEANTS (FLT/SGT) (6 positions authorized): is responsible for the following: Flight Sergeants are the enlisted cadets in flight leadership. Flight Sergeants oversee Element Leaders.

- ❖ Assist instructing their flight, inspecting cadet uniforms, leading by example, and announcing reminders order by SASI/ASI
- ❖ Perform weekly announcements.
- ❖ Assist commander in training cadets to properly execute all drill movements by AFM 36-2203.
- ❖ Follow instructions given Operations Group Superintendent/Commander.
- ❖ Ensure cadets makeup missing uniform wear and PT days.
- ❖ Report flight attendance the SASI/ASI (Commander is absent)
- ❖ Present in all Flight Leadership meetings to represent your flight.
- ❖ Fill in for Commanders absence.
- ❖ Provide a report on Flight attendance to the Flight Commander and the SASI/ASI.
- ❖ Lead by setting a good example for the cadets to follow.

AS Level: AS200-300 Temporary Rank: C/ Technical Sergeant – C/Master Sergeant

ELEMENT LEADERS (24 positions authorized): is responsible for the following:

- ❖ Seated in the front row of each element.
- ❖ Know the cadet's last names that are seated in their assigned element.
- ❖ Properly report in flight absences to the Flight Sergeants.
- ❖ Maintains the order and discipline in his/her element during leadership or academic training.

**** Element Leaders will be changed quarterly**

AS Level: AS100-300 Temporary Rank: C/Staff Sergeant – C/Technical Sergeant

GUIDON BEARER (6 positions authorized): The Guidon Bearer is supervised by the respective Flight Sergeant and is responsible for the following:

- ❖ Learn and understand the proper ways to use Guidon.
- ❖ Know Present/Order arms, Parade rest, Carry Guidon.
- ❖ Guidon is used during parades to represent each Flight.

AS Level: AS100-200



PHYSICAL TRAINING (PT) FLIGHT LEADER: (6 positions authorized): The PT leader is supervised by the respective Flight Sergeant and is responsible for the following:

- ❖ Knowing PT activity for the week and ensuring all equipment readily available,
- ❖ Forming up the flight and leading them in warm-up exercises/stretchers.
- ❖ Ensures all cadets know the rules/expectations for the planned activity.
- ❖ Attending PT meetings and training.
- ❖ Advising Fitness Leaders on weekly/month PT events.

AS Level: AS100-200

MISSION SUPPORT SQUADRON

MISSION SUPPORT SQUADRON COMMANDER (MSS/CC) (1 position authorized): is responsible for the following:

- ❖ Conduct staff meetings as needed with commanders and all functional areas present. Brief the status of all areas and projects during cadet staff meetings.
- ❖ Ensure all Commanders/NCOs are effectively performing orders given.
- ❖ Ensuring the Health and Wellness provides an acceptable physical fitness schedule of activities to the ASI so that the unit PT program meets HQ AFJROTC requirements and keeps the cadets motivated about PT.
- ❖ Ensuring an effective unit budget and means to raise money to sustain that budget and create a system for Finance officers to maintain.
- ❖ Ensuring proper maintenance of administrative and personnel programs and files by Personnel commander.
- ❖ Complete tasks assigned by the Group CC and DEP.

AS Level: AS300-400 Temporary Rank: C/ 1st Lieutenant



MISSION SUPPORT SQUADRON SUPERINTENDENT (MSS/SUP) (1 position authorized): is responsible for the following:

- ❖ Assisting the Mission Support Group commander achieve all responsibilities.
- ❖ Ensure all Commanders are effectively performing their job.
- ❖ Observe and evaluate the progress of support functions in accomplishing the Cadet Unit goals.
- ❖ Work with Commanders and NCO's to ensure hours are proper logged into WINGS
- ❖ Oversee enlisted cadets (NCOs) and ensure they are properly executing their job.

AS Level: AS200-300 Temporary Rank: C/Major – C/Lt Col

PUBLIC AFFAIRS OIC (PA) (1 position authorized): is responsible for the following:

The Public Affairs Commander is responsible for the advertisement, and social reputation of the unit.

- ❖ Responsible for the training of the Public Affairs Staff.
- ❖ Update the AFJROTC website and calendar covering all JROTC events (i.e military ball, dining out, uniform wear etc.).
- ❖ Manage FL-023 Instagram and Twitter account.
- ❖ Advertise JROTC events through social media.
- ❖ Take pictures/videos of all JROTC events or assign trained staff to events.
- ❖ Lead by setting a good example for the cadets to follow.

AS Level: AS200-400 Temporary Rank: C/1Lt - C/Captain

PUBLIC AFFAIRS NCO (PA) (6 positions authorized): is responsible for the following:

- ❖ Completing orders given by the Public Affairs Officer.
- ❖ Taking pictures/videos of events.

AS Level: AS100 -200 Temporary Rank: C/SSgt – C/TSgt



PERSONNEL OIC (1 position authorized): is responsible for the following:

- ❖ This staff function is responsible for maintaining all cadet personnel items.
- ❖ Organizing cadet folders in the filing cabinet.
- ❖ Distributing and collecting cadet contracts.
- ❖ Entering all cadet personnel data in Wings.
- ❖ Distributing and collecting all feedback and evaluations.
- ❖ Managing dates for the feedback and evaluation.
- ❖ Filing documents as required in the cadet folders and assisting with the cadet promotions and decorations program.

AS Level: AS200-400 Temporary Rank: C/2 Lt - C/ 1st Lieutenant

PERSONNEL NCO: (2 position authorized): is responsible for the following:

- ❖ Assist OIC with all needs.
- ❖ Follow orders given by the OIC.

AS Level: AS100 -200 Temporary Rank: C/SSgt – C/TSgt

FINANCE OIC (1 position authorized): is responsible for the following:

- ❖ Oversee financial material involved with FL-023.
- ❖ Coordinating with the Group & Deputy commander to determine unit budget for each functional area.
- ❖ Develops ideas for raising funds for the cadet corps for special events, LDR teams and augmenting CIA trips
- ❖ Works with Instructors in implementing and overseeing fund raising events
- ❖ Ensuring a system is developed to keep track of unit fund balances, requests, and approval systems
- ❖ Oversee Snack Bar.

AS Level: AS200-400 Temporary Rank: C/2 Lt - C/ 1st Lieutenant



FINANCE NCO: (2 position authorized): is responsible for the following:

- ❖ Assist OIC with all needs.
- ❖ Help OIC organize a snack bar schedule.
- ❖ Follow orders given by the OIC.

AS Level: AS100 -200 Temporary Rank: C/SSgt – C/TSgt

EDUCATION & TRAINING OIC (1 position authorized): is responsible for the following:

- ❖ Provide guidance to help cadets understand their jobs.
- ❖ Coordinates all training efforts.
- ❖ Ensuring that cadets develop and maintain the motivation, appearance, discipline, efficiency, training, and conduct of the flights.
- ❖ Planning and coordinating activities within the flights to promote first-year cadets' assimilation into the corps.
- ❖ Working with the squadron commanders to ensure flight commanders and individual flight members are gaining good, solid basic training in drill, customs, and courtesies, etc.
- ❖ Serving as a mentor, coach, leader, counselor for all cadets.

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt

EDUCATION & TRAINING NCO (2 position authorized): is responsible for the following:

- ❖ Complete orders given by OIC.
- ❖ Help organize training meetings.
- ❖ Compose training continuity.

AS Level: AS200-300 Temporary Rank: C/TSgt - C/Msgt



RECRUITING OIC (1 position authorized): is responsible for the following:

- ❖ The cadet manager of the corps recruiting program.
- ❖ Planning, organizing, coordinating, staffing, and directing recruiting activities for 8th graders and current Deland High School students.
- ❖ Work with PA officers to publicize recruiting and engagement events.
- ❖ Informally surveying cadet corps members to determine effective retention programs and providing appropriate recommendations to the SASI via the cadet chain of command.
- ❖ Coordinate and schedule recruiting activities in coordination with SASI/ASI, Cadet Corps Commander and Staff.
- ❖ Coordinating with the training commander and NCOs to determine retention plans for recommendation.

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt

RECRUITING NCO (2 position authorized): is responsible for the following:

- ❖ Assist OIC plan and organize all recruiting events.
- ❖ Communicate any recruiting opportunities via Chain of Command.
- ❖ Be a great representation for the corps at recruiting events.

AS Level: AS200-300 Temporary Rank: C/TSgt - C/MSgt

LOGISTICS OIC (1 position authorized): is responsible for the following:

- ❖ Maintaining all cadet uniform and regulation items.
- ❖ Building cadet items checklists.
- ❖ Entering all cadet uniform data into Wings
- ❖ Maintain uniform inspection evaluations.
- ❖ Organize logistics portable and uniforms.
- ❖ Complete orders given by SASI/ASI.

AS Level: AS200-400 Temporary Rank: C/2 Lt - C/ 1st Lieutenant

LOGISTICS NCO: (1 position authorized): is responsible for the following:

- ❖ Work with OIC to keep logistics organized
- ❖ Follow orders given by OIC/SASI/ASI.

AS Level: AS100-200 Temporary Rank: C/SSgt – C/TSgt



COMMUNITY SERVICE OIC (1 position authorized): is responsible for the following:

- ❖ Supervising the duties and responsibilities of community services and school services events
- ❖ Create a sign-up sheet for all community service events.
- ❖ Develop, manage, and maintain a community service program that will help the unit achieve its community service goals.
- ❖ Advertising and recruiting for scheduled community service events.
- ❖ Coordinating with the cadet personnel officer to ensure the event is updated in the HQ JROTC WINGS system at the end of each event, submitting all event details and the accurate actual participant list.
- ❖ Find local community service opportunities for cadets to participate.

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt

COMMUNITY SERVICE NCO (1 position authorized): is responsible for the following:

- ❖ Complete orders given by OIC
- ❖ Advertising and recruiting for scheduled community service events.

AS Level: AS200-300 Temporary Rank: C/TSgt - C/MSgt

HEALTH & WELLNESS OIC (1 position authorized): is responsible for the following:

- ❖ Promote physical wellness within the unit.
- ❖ Schedule PT activities for every Friday must be turned into SASI/ASI a week advanced.
- ❖ Communicate with Flight PT leaders to ensure they know the proper way to manage their flight on PT days.
- ❖ Goal to improve Presidential Fitness Test (PFT) scores.
- ❖ Oversee Fitness Team.

AS Level: AS200-400 Temporary Rank: C/2 Lt - C/ 1st Lieutenant

HEALTH & WELLNESS NCO (1 position authorized): is responsible for the following:

- ❖ Schedule PT activities with OIC.
- ❖ Ensure Flight PT leaders have been properly trained.
- ❖ Work with the Commander to improve Presidential Fitness Test (PFT) score.
- ❖ Oversee Fitness Team in OIC absence.
- ❖ Create back-up PT activities if conflict occurs.

AS Level: AS100-300 Temporary Rank: C/SSgt – C/TSgt



LEADERSHIP DEVELOPMENT REQUIREMENT SQUADRON

LEADERSHIP DEVELOPMENT REQUIREMENT SQUADRON COMMANDER (LDR/CC) (1 position authorized): is responsible for the following:

- ❖ Oversee all LDR activities and teams.
- ❖ Organize an LDR meeting to discuss progress.
- ❖ Create and organize an LDR schedule.
- ❖ Ensure Drill, Activity, and Stem are conducting productive practices and are following the LDR schedule.
- ❖ Ensure the Group is maintaining the unit corp goal.

AS Level: AS300-400 Temporary Rank: C/Major – C/Lt Col

LDR SUPERINTENDENT (LDR/SUP) (1 position authorized): is responsible for the following:

- ❖ Conduct LDR meetings to discuss progress.
- ❖ Organize LDR continuity folders.
- ❖ Oversee enlisted cadets.
- ❖ Conduct LDR meetings to discuss progress

AS Level: AS200-300 Temporary Rank: C/SMSgt



DRILL OIC (1 position authorized): is responsible for the following:

- ❖ Develop and maintain the motivation, appearance, discipline, efficiency, training, and conduct of the drill team.
- ❖ Command and organize the drill team.
- ❖ Ensure the drill team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
- ❖ Maintain accurate attendance for practice. Ensure all drill team members attend practices and participate in performances.
- ❖ Assisting the ASI in the planning and coordination of all drill team practices and performances.
- ❖ Ensure all Drill teams have an appropriate Commander.
- ❖ Report to LDRG Commander and Deputy for Drill team updates.

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt

DRILL NCO (1 position authorized): is responsible for the following:

- ❖ Assist the OIC in motivation, appearance, discipline, efficiency, training, and conduct of the drill team.
- ❖ Prepare drill teams for upcoming competitions.
- ❖ Follow orders given by OIC/SASI/ASI.

AS Level: AS100-300 Temporary Rank: C/SSgt – C/TSgt

UNARMED REGULATION NCO (1 position authorized): is responsible for the following:

- ❖ Properly prepare an unarmed regulation team for upcoming competitions.
- ❖ Oversee the 30-step & 58-step regulation team.
- ❖ Ensure team studies general knowledge for competitions
- ❖ Communicate practice attendance/dates with Drill NCO & OIC.

AS Level: AS100-300 Temporary Rank: C/SSgt – C/TSgt



UNARMED EXHIBITION NCO (1 position authorized): is responsible for the following:

- ❖ Properly prepare an unarmed exhibition team for upcoming competitions.
- ❖ Create/practice the unarmed exhibition routine.
- ❖ Ensure the exhibition routine complies with competition regulations.
- ❖ Communicate practice attendance/dates with Drill NCO & OIC.

AS Level: AS100-300 Temporary Rank: C/SSgt – C/TSgt

ARMED REGULATION NCO (1 position authorized): is responsible for the following:

- ❖ Properly prepare an unarmed regulation team for upcoming competitions.
- ❖ Ensure team studies general knowledge for competitions.
- ❖ Practice the armed regulation sequence.
- ❖ Communicate practice attendance/dates with Drill NCO & OIC.

AS Level: AS100-300 Temporary Rank: C/SSgt – C/TSgt

ARMED EXHIBITION NCO (1 position authorized): is responsible for the following:

- ❖ Properly prepare an unarmed exhibition team for upcoming competitions.
- ❖ Create/practice the armed exhibition routine.
- ❖ Ensure the exhibition routine complies with competition regulations.
- ❖ Communicate practice attendance/dates with Drill NCO & OIC.

AS Level: AS100-300 Temporary Rank: C/SSgt – C/TSgt

COLOR GUARD/SABRE NCO (1 position authorized): is responsible for the following:

- ❖ Properly prepare the color guard team (Air Force/Army) for upcoming competitions.
- ❖ Ensure Color guard (Air Force) team studies general knowledge for competitions.
- ❖ Practice the color guard/sabre sequence.
- ❖ Compose a color guard/sabre team for upcoming school events. (Football games, Homecoming etc.)
- ❖ Communicate practice attendance/dates with Drill NCO & OIC.

AS Level: AS100-300 Temporary Rank: C/SSgt – C/TSgt



STEAM OIC (1 position authorized): is responsible for the following:

- ❖ Supervising the duties and functions of the Rocket Club, Kitty Hawk Honor Society, Aviation, Cyber patriot, Awareness Presentation Team, and Fitness Team.
- ❖ Ensuring that the Kitty Hawk Honor Society OIC develops and maintains a Kitty Hawk organization that follows the guidelines set forth by HQ AFJROTC and develops and manages a cadet study program.
- ❖ Ensuring that the Rocket Club OIC develops and maintains a Cadet Model Rocket that operates within the guidelines of the HQ AFJROTC model rocket club handbook and model aircraft club handbook.
- ❖ Ensures the Awareness Presentation Team OIC develops and manages a cadet awareness presentation program that provides character education.
- ❖ Ensures that the Fitness Team OIC develops and manages a fitness activity team conducted after school.
- ❖ Organize practice dates and make sure OIC are taking attendance for their cadets to earn full credit.

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt

STEAM NCO (1 position authorized): is responsible for the following:

- ❖ Complete orders given by OIC.
- ❖ Ensure that all teams are conducting effective practices and are recording proper attendance.
- ❖ Compose STEAM continuity.
- ❖ Assist organizing practice dates and make sure OIC are taking attendance for their cadets to earn full credit.

AS Level: AS200-400 Temporary Rank: C/MSgt – C/SMSgt

AVIATION OIC (1 position authorized): is responsible for the following:

- ❖ This activity coordinates events with the Experimental Aircraft Association (EAA) Chapter at Deland Airport.
- ❖ The OIC logs and oversees the use of the Flight Simulator.
- ❖ Plan when the drone will be used and responsible for the overall care of the drone.
(charge the battery)

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt



CYBER PATRIOT OIC (1 position authorized): is responsible for the following:

- ❖ This team competes against other Air Force and service JROTC teams and must defend, and exploit networks as developed by the Air Force Association.
- ❖ Ensure members understand the components of the computer, how to defend and attack a network, and will participate in the on-line competition.

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt

AWARENESS PRESENTATION TEAM OIC (1 position authorized): is responsible for the following:

- ❖ Supervise the preparation and presentations of the topic of interest to elementary and middle school students.
- ❖ APT OIC must ensure that cadets conduct research, rehearse, and are familiar with topics that are to be presented.

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt

KITTY HAWK/ACADEMIC CHALLENGE OIC (1 position authorized): is responsible for the following:

- ❖ Oversee Kitty Hawk community service requirements, which include tutoring FL-023 cadets and nearby elementary/middle school students.
- ❖ Ensure team is ready to competes against other Air Force and service JROTC teams and must advance in their academic knowledge.
- ❖ The Academic Challenge OIC will ensure members understand the components of the SAT/ACT and prepare students accordingly.

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt

ROCKET CLUB/STELLAR EXPLORES OIC (1 position authorized): is responsible for the following:

- ❖ Increase cadet's knowledge of rocket power and develop an understanding of the importance of rocketry in the future.
- ❖ Teach and help construct small model rockets made of lightweight material using visual aid videos, etc.
- ❖ Schedule assigned days to launch the model rockets for other cadets to observe.
- ❖ Develop a safety program and enforce all safety-related rules.

AS Level: AS200-400 Temporary Rank: C/ 1st Lieutenant – C/Capt



FL-023 DHS AFJROTC



U.S. AIR FORCE

Job Application

Applicant Information

First Name *Last Name* *M.I.* Rank: _____

Job(s) Applying For: _____
Time Restrictions (Ex. Sports, Jobs, Clubs, Transportation, Dual Enrollment, etc.) _____

Provide answers to these questions (Typed, size 12 font, Times New Roman, Double Spaced, Name + Date Listed):

- What qualifications and experience do you have to make you effective in this position?
 - What plans do you have for your job? (Be specific; no “make it more fun”)
 - Grade Printout with current GPA attached and turned in with application
- *(Any D or F or disciplinary discrepancies will automatically disqualify a cadet)

Applicant Signature: _____

Approval Signatures

Group Commander:

SASI:

Group Deputy:

ASI:

Group Superintendent:



Interview Schedule (26 Positions to interview)

<u>Monday-</u> Squadron Leadership interviews	6 positions 10 minutes max each; 60 minutes
<u>Tuesday-</u> Mission Support Commanders	8 positions 5 minutes each; 40 minutes
<u>Wednesday-</u> LDR Commanders	6 positions 5 minutes each; 25 minutes
<u>Thursday-</u> Makeup Day	

***Thursday can be makeup days in the event cadets have legitimate reasons for not being able to attend their designated interview day.**



Process:

- ❖ Prior to job applications being opened, cadets will go over the cadet guide job descriptions in flight. The following week job applications will open.
- ❖ Cadets will have **one week** to turn applications in to the Group Superintendent's desk inside the Leadership Portable.
- ❖ The following week, Top 4 Leadership with at least one instructor will hold interviews Monday- Thursday (at lunch or after-school) for all SQUADRON LEADERSHIP (Commanders and Superintendents) and COMMANDER positions.

Interview Process:

- ❖ Cadets should bring a written-out Action Plan to their interview.
- ❖ Attendance should be taken so in the case of running out of time, cadets are still acknowledged for coming.
- ❖ Cadets should arrive at the interview looking presentable (JROTC Polo, in standards; Wednesday will be in Blues).
- ❖ Decisions should be made by Top 4 Leadership with the guidance of the instructor(s).

***Interviews for Jobs after the first semester should include the cadet's OJT file, to examine the cadet's Feedbacks and any other relevant records**



FL-023 Leader Expectations and Conduct Contract

CADET LEADERSHIP CONTRACT

As a leader of FL-023, I will agree and adhere to the following expectations to ensure success in myself and those I lead:

- I will follow the Air Force Core Values, Cadet Creed, and Cadet Honor Code in conducting myself as an AFJROTC cadet.
- I will perform my duties as described in my job description in a thorough and passionate manner.
- I will aggressively seek ways to contribute to accomplishing our Cadet Goals.
- I will communicate effectively and follow the Chain of Command.
- I will **MEET DEADLINES**.
- I will score no less than a 90% on all uniform inspections. (Any makeups will be fulfilled as soon as possible)
- I will maintain my grades to not drop below a C, exception B or higher in AFJROTC.
- I will lead by **EXAMPLE**.
- I will positively represent FL-023 in my other classes and show my teachers the same respect I show my instructors.
- I will motivate cadets to be all they can be.
- I am qualified to execute my job description.

If I fail to comply with the above expectations, the following steps will be completed prior to my removal. **Immediate removal will be done should my behavior (fight, drugs, sexual harassment, etc.) result in a referral which suspends or expels me from school.**

1. Verbal Counseling
2. Letter of Counseling
3. Removal from position

Cadet Signature: _____ Date: _____

Witness Signature: _____ Date: _____



CHAPTER 9: LDR ACTIVITIES/EVENTS:

PARADES:

All cadets are highly encouraged to participate in four parades a year:

- ❖ DHS Homecoming
- ❖ Veteran's Day
- ❖ Christmas
- ❖ Dog Parade/ Mardi Gras

With SASI/ASI approval, cadets who are in multiple groups/clubs must march in at least two parades with JROTC.

Cadets will be expected to meet 1-hour prior to the scheduled start of parades **@ COOKS CAFÉ BAKERY & EATERY parking lot, at the corner of W. Pennsylvania & Woodland Blvd.**

(Plan ahead to avoid being late due to road closures).

The Deland Police Dept. will block off Woodland Blvd. from Plymouth Ave on the North side to Beresford Ave on the South side usually 2 hours prior to the start of parades until 1-2 hours after scheduled end-of-parades. Please plan on using alternate routes such as Alabama & Amelia to the East or Florida & Clara to West.

If an extenuating circumstance arises cadets **MUST contact their Flight Commander/Deputy/ Sergeant, who will inform the chain of command and the SASI/ASI.**

For each parade, uniform requirements will be provided by the SASI/ASI. No sunglasses or chewing gum are permitted in uniform. All cell phones MUST be turned-off during parade route

Uniforms must be in outstanding condition with all badges, ribbons on the uniform as well as name-tag and ranks. Any cadet not in military uniform standards such as: needing a haircut/shave, out-of-regulations nail or hair color (ladies' hair must be up above collar), wearing a wrinkled or dirty uniform, wrong shoes or missing items (name tag, flight caps, etc.) **WILL be sent home.**

Cadets should eat a well-balanced meal & drink plenty of water beforehand due to limited water access during the parade.

At the end of each parade when dismissed cadets may go find their rides with SASI/ASI approval or stay and watch the rest of the parade then meet their ride at a predetermined place.



PROJECT/ EVENT DESCRIPTIONS

BACK TO SCHOOL EVENT:

This event is an opportunity for parents of new cadets and those with returning cadets to meet the SASI/ASI and learn about upcoming events throughout the school year. Events and activities may be included to engage parents and cadets accordingly.

FUNDRAISING EVENTS:

Throughout the year, various fundraising events will take place to raise money for AFJROTC activities. Activities include, Competitions, Field Trips, Community Service, Social events, and special uniform items.

BULLDOG BAZAAR:

Bulldog Bazaar is an event for cadets to have fun and raise money for the program. The event is cadet planned and each flight is given an opportunity to create a fun way to make money. Cadets can sell food, toys, and clothes. Bulldog Bazaar is open to anyone to attend. Continuity is available for the cadets in charge of planning the event.

FIELD TRIPS:

Periodically, cadets will go on field trips to Air Force Bases, Kennedy Space Center, Information and Field Trip Permission Forms will be sent home for parent approval.

MILITARY BALL & DINING-IN/OUT FORMAL EVENTS:

Two of the grandest events of the year are the Military Ball and Dining In/Out. A committee of AFJROTC cadets plan and organize the event to make it the best night ever. Cadets can bring a guest if they follow dress code. Cadets are served dinner and desert and the night ends with dancing and fun. Continuity is available for the cadets in charge of planning the event.

ANNUAL AWARDS CEREMONY:

Our annual JROTC Award Ceremony is held each year in the DHS Auditorium in late April or May. During the end-of-year awards ceremony cadets are presented with AFJROTC, Civic, and National Awards. **Family members and friends are invited.** A dessert/appetizer social will begin or follow the ceremony.



BATAAN DEATH MARCH:

FL-023 is honored to participate in this event to remember the sacrifices of the victims and survivors of World War II's Bataan Death March. AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.,). Bataan Death March is cadet planned. Continuity is available for the cadets in charge of planning the event.

VETERANS AWARENESS MARCH:

Veterans Awareness March is FL-023 fundraising event to bring honor and awareness to the 22 veterans that commit suicide every day. Cadets will march 22 laps in flight around the track field. Cadets raise money by encouraging community members and gaining sponsors for the event.

COMMUNITY SERVICE EVENTS:

AFJROTC participates in many community services events throughout the year. Community service events are highly encouraged to promote service, and citizenship. Events include, but are not limited to:

- ❖ **The Neighborhood Center Food and Toy Drives**
- ❖ **Flags on Graves for Memorial Day**
- ❖ **American Flag Disposal Ceremony for local tattered/torn flags**
- ❖ **Local Adopt-A-Highway**
- ❖ **DHS Campus/Compound Cleanup**
- ❖ **DHS Sport Event Support**

LOCAL ADOPT-A-HIGHWAY:

Cadet clean-up the road is a monthly clean-up. Cadets will stay after school to clean the road located on Plymouth near the school. This event is a great opportunity for community service hours.



DHS CAMPUS CLEAN-UP:

At FL-023 we promote community service, whether it be at home or at school. Our cadets will learn the importance of service before self. The cadets plan a school campus clean-up to ensure the school is properly maintained. Cadets will be placed in flights and be assigned an area in the school to clean. The cadets will be picking up trash, tree branches, and brushing away unnecessary dirt and leaves, etc. The cadets will then be rewarded with food and drinks at the end of the clean-up. Continuity is available for the cadets in charge of planning the event.

TOY/FOOD DRIVES:

FL-023 participates in Can food/Toy drives to help those in need. Food drives are important because they help us provide food for our community members. The flight that brings in the most cans will receive a party for their donations. Toy drive is a charity event that collects toys for them to be distributed to those in need. Deland High School highly requests that the school participates in Can food/ Toy drives to help others. Service before self.

FLAG DISPOSAL/FLAGS ON GRAVES:

Flags on Graves is an event for Memorial Day to honor those who served for our nation and freedom. Cadets place US Flags on fallen military members' graves at a local cemetery Friday prior to Memorial Day and pick up flags Tuesday both days are done after school.

DHS SPORTS EVENT SUPPORT:

Cadets support the various school sports events through providing color guards, bus parking, clean-up, saber teams, and other duties as requested by administration.



LEADERSHIP DEVELOPMENT REQUIREMENT

AVIATION

This activity coordinates events with the Experimental Aircraft Association (EAA) Chapter at Deland Airport. The OIC & NCO oversees the Flight Simulator as well as the Drone.

ROCKET CLUB

Rocket club's main goal is to increase cadet's knowledge of rocket power and develop an understanding of the importance of rocketry in the future. The OIC & NCO will teach and help construct small model rockets made of lightweight material using visual aid videos, etc. Rocket club will schedule assigned days to launch the model rockets for other cadets to observe. Lastly, the commander will develop a safety program and enforce all safety-related rules. Cadets may earn the rocketry badge as stated in the cadet guide.

STELLAR EXPLORERS

Space explorers is a foundation for cadets who want a future in aerospace engineering or physics careers and leadership. Stellar explores is sponsored by USAF for competitions and non-competition events. Leadership is responsible for leading meetings and participating in competition.

CYBERPATRIOT

This activity is sponsored by the Air Force Association and consists of a computer simulation program aimed at network security and network defense. This team competes against other Air Force and service JROTC teams and must defend, and exploit networks as developed by the Air Force Association. Competition consists of rounds, with teams moving to subsequent rounds based on performance.

The CyberPatriot Leadership team will ensure members understand the components of the computer, how to defend and attack a network, and will participate in the on-line competition. Continued training will be conducted once the competition is complete, or else the leadership team will revert to permanent ranks at the semester.



AWARENESS PRESENTATION TEAM

Awareness Presentation Team (APT) Supervises the preparation and presentations of the topic of interest to elementary and middle school students. Cadets research a subject, then prepare and deliver a presentation. APT OIC must ensure that cadets conduct research, rehearse, and are familiar with topics that are to be presented.

KITTY HAWK/ ACADEMIC CHALLENGE TEAM

Kitty Hawk (KHAS) is similar to DHS National Honor Society and includes cadets who possess a GPA of 3.0 or higher in both AFJROTC and DeLand High School courses. This team has additional community service requirements, which include tutoring FL-023 cadets and nearby elementary/middle school students. KHAS's purpose is to promote high academic standards and achievement, school and community service, self confidence and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace.

The Academic Challenge is sponsored by the College Options Foundation and consists of a computer simulation program aimed at SAT/ACT preparation. This team competes against other Air Force and service JROTC teams and must advance in their academic knowledge. The Academic Challenge Leadership team will ensure members understand the components of the SAT/ACT and prepare students accordingly.

FITNESS

This activity is a fitness team who is striving to maintain a healthy lifestyle. A variety of fitness activities are included in this team, in addition to competing as a Fitness Team. The Fitness Team is overseen by the Health & Wellness OIC/NCO.

COLOR GUARD/SABRE

Color guard/sabre team performs at a variety of events such as parades, recruiting opportunities, football games, and other special events. The color guard/sabre OIC oversees a team to learn and perform the sequence.



CHAPTER 10: AWARDS AND DECORATIONS

AFJROTC AWARDS AND DECORATIONS:

The cadet awards and decorations program are designed to foster morale, incentives, esprit-de-corps, and recognize outstanding cadet performance in academics and leadership or for specific display of valor. The ribbon chart can be found in the Cadet Handbook or on our Deland JROTC website. Medals will not be worn on regular uniform days. **Medals may be worn on the semi-formal uniform only for formal and semi- formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals and ribbons CANNOT be worn together!**

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

Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens.

Silver Star Community Service with Excellence Award and Community Service with Excellence Award. It is intended to recognize those individual cadets who provide significant leadership in the planning, organization, directing, and executing of a major unit community service project that greatly benefits the local community. This is an award given to the key leader(s) of the project. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to a Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) cadet in the Top 5% of units (approximately 45 units who have the highest “per cadet average” community service hours.



Air Force Association (AFA) Award. This award consists of a medal and ribbon and is presented to a third-year cadet. The award recipient must possess/meet the following personal characteristics and eligibility criteria: Positive attitude toward AFJROTC and school, Outstanding personal appearance (Uniform and grooming), Display personal attributes such as initiative, judgment, and self-confidence, Courteous demeanor (promptness, obedience, and respect for customs), Growth potential (capacity for responsibility, high productivity, adaptability to change) and Possession of the highest personal and ethical standards and strong positive convictions.

Daedalian Award. The Order of Daedalian is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWII military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon. This annual award recognizes one outstanding third-year cadet that demonstrates an understanding and appreciation of patriotism, love of country, and service to the nation, indicates the potential and desire to pursue a military career, rank in the top 10% of their AFJROTC class and rank in the top 20% of their school class.

American Legion Scholastic Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented to a third- or fourth-year cadet based on the cadet's overall scholastic achievements. The cadet must: rank in the top 10% of the high school class, rank in the top 25% of their AFJROTC class, demonstrate leadership qualities and actively participate in student activities.

American Legion General Military Excellence Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented to a third- or fourth-year cadet based on the cadet's general military excellence. The cadet must: rank in the top 25% of their AFJROTC class, demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

Daughters of the American Revolution (DAR) Award. This award consists of a bronze medal and ribbon and is presented to a fourth-year cadet that meets the following criteria: rank in the top 25% of their AFJROTC class, rank in the top 25% of their high school class, demonstrate



qualities of dependability and good character, demonstrate adherence to military discipline, possess leadership ability and a fundamental and patriotic understanding of the importance of ROTC training.

American Veterans (AMVETS) Award. This award consists of a medal pendant and ribbon and is presented to a cadet that possesses individual characteristics contributing to leadership such as: a positive attitude toward Air Force ROTC programs and service in the Air Force, personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics *per se*), personal attributes (initiative, dependability, judgment, and self-confidence), officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards), obtained a grade of "A" in their AS class, be in good scholastic standing in all classes at time of selection and presentation.

Reserve Officers Association (ROA) Award. This award consists of a bronze medal, ribbon, and certificate. The recipient(s) must possess individual characteristics contributing to leadership such as: positive attitude toward AS curriculum, outstanding personal appearance, attributes of initiative, judgment, and self-confidence, courtesy, growth potential, responsibility, high productivity, adaptability to change, demonstrate the highest personal and ethical standards and strong positive convictions and rank in the top 10% of their AFJROTC class.

Military Order of World Wars Award. This award consists of a bronze medal pendant, certificate, and ribbon and is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments/service to JROTC.

Military Officers Association of America (MOOA) Award. This award consists of a medal pendant with ribbon and is presented annually to an outstanding third-year cadet who shows exceptional potential for military leadership, be a member of the junior class, be in good academic standing, be of high moral character, show a high order of loyalty to the unit, school, and country and show exceptional potential for military leadership.

Veterans of Foreign Wars (VFW) Award. This award consists of a medal pendant with ribbon and is presented to a third- or fourth-year cadet who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership, has a positive attitude toward AFJROTC, has outstanding military bearing and conduct, possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation), demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism, demonstrate leadership potential, attain a grade of "B" in AFJROTC with an



overall average grade of "C" in all subjects for the previous semester, be active in student activities and not have been a previous recipient of this award.

National Sojourners Award. This award consists of a ribbon, medal pendant, and certificate, recognizing an outstanding second- or third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. This cadet must: be in the top 25% of their academic class, encourage and demonstrate ideals of Americanism, demonstrate potential for outstanding leadership and have not previously received the award.

Sons of the American Revolution (SAR) Award. This award consists of a bronze medal with ribbon and recognizes an outstanding third-year cadet who must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. The cadet must be in the top 10% of their AFJROTC class and be in the top 25% of their overall class.

Scottish Rite, Southern Jurisdiction Award. This award consists of a medal, ribbon, and certificate and recognizes an outstanding third-year cadet who must: contribute the most to encourage Americanism by participation in extracurricular activities or community projects, demonstrate academic excellence by being in the top 25% of class, demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism and not have been a previous recipient of this award.

Military Order of the Purple Heart Award. This award consists of a medal pendant with a ribbon and recognizes an outstanding third- or fourth-year cadet who demonstrates leadership ability. The cadet must: have a positive attitude toward AFJROTC and country, hold a leadership position in the cadet corps, be active in school and community affairs, attain a grade of "B" or better in all subjects for the previous semester and not have been a previous recipient of this award.

Air Force Sergeants Association (AFSA) Award. This annual award consists of a medal pendant with a ribbon and recognizes an outstanding third- or fourth-year cadet who demonstrates outstanding qualities in military leadership, discipline, character, and citizenship. They must be in the top 25% of the AFJROTC class, demonstrate outstanding qualities in military leadership, discipline, character, and citizenship and not have been a previous recipient of this award.

Sons of the Union Veterans of the Civil War. This award recognizes one deserving cadet who displays a high degree of patriotism and demonstrates a high degree of academic excellence and leadership quality.



Sons of Confederate Veteran's H.L. Hunley Award. This award consists of a medal, ribbon, certificate and recognizes a rising second year cadet who has demonstrated the qualities of honor, courage and a commitment to his/her unit throughout the school year.

Tuskegee Airmen Incorporated (TAI) Air Force Junior ROTC Cadet Award. This award consists of a ribbon and certificate and is presented to cadets (may be first, second, or third-year cadets) who attain a grade of "B" or better in their AS class, be in good academic standing, actively participate in cadet corps activities and participate in at least 50% of all unit service programs.

The Retired Enlisted Association (TREA) Award. This award consists of a medal set, ribbon and a certificate. At the SASI's discretion for exceptional leadership is awarded to the most outstanding AFJROTC cadet while serving in an enlisted rank. The cadet must have shown outstanding leadership throughout the course of the school year.

National Society United States Daughters of 1812 Award. This award consists of a medal and ribbon and is presented to a cadet that meets the following criteria: rank in the top 25% of their AS class, rank in the top 25% of their high school class, demonstrate qualities of dependability and good character, demonstrate adherence to military discipline and possess leadership ability and a fundamental and patriotic understanding of the importance of ROTC training.

The Air Commando Association Award. This award consists of a ribbon and a certificate and is awarded at the SASI's discretion for completing a one page essay on a historical AF Special Operations mission possessing the 13 critical attributes of success; integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness, and family strength.

Distinguished Unit Award (DUA). Units may be awarded the Distinguished Unit Award or the Distinguished Unit Award W/Merit. Awarded to cadets enrolled during the academic year when a unit is selected by Headquarters AFJROTC to

The Celebrate Freedom Foundation Award. This award consists of a ribbon and certificate and is awarded at the SASI's discretion, for outstanding performance in academics and cadet corps activities as a first- or second-year cadet. receive the DUA. *DUA W/Merit can only be earned during an inspection year. Inspections are conducted every 3 years from HQ AFJROTC.*

Outstanding Organization Award (OOA). Units may be awarded the OOA based on criteria from HQ AFJROTC.

Outstanding Flight Ribbon. Awarded 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 and presented during an inspection year. All currently enrolled cadets may be considered, and specific consideration is given to cadets previously recognized for superior performance.

Outstanding Cadet Ribbon. A ribbon awarded annually to the outstanding first year.

Leadership Ribbon. Awarded at SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet, in corps training activities. Ensures recognition of cadets who have consistently displayed outstanding leadership ability, above and beyond expected performance.

Achievement Ribbon. A ribbon awarded for a significant achievement in AFJROTC or other school activities/events.

Superior Performance Ribbon. Awarded for outstanding service rendered specifically on behalf of AFJROTC. Presented for a single or sustained performance of a superior nature or presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to other cadets. Also awarded for outstanding leadership as a Flight Commander, Flight Sergeant or PT Sergeant

Academic Ribbon. Basic ribbon – be on honor roll, each additional cluster is a 3.5 GPA for semester.

Bronze star - All A's for quarter.

Silver star - All A's for semester.

Gold star – All A's for the school year.

Leadership School Ribbon. Awarded for completion of an approved leadership school program of at least 5 days duration. Add a silver star for outstanding performance or leadership ability at a Leadership School. Award of the silver star is limited to up to 10% of the class. This ribbon may only be earned once. (40) **Special Teams Competition Ribbon.** Compete in competition for special team, team must place (no alternates or and must compete on said team.)

Orienteering Ribbon. Awarded to cadets who complete a course in orienteering as sponsored by the Air Force or other service JROTC program. Documentation must be provided outlining successful completion.

Leadership Development Requirement (LDR). Awarded at SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander color guard commander, dining-in chairperson, military ball chairman, etc.).

Drill Team Ribbon. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative).



Color Guard Ribbon. Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative).

Sabre Team Ribbon. Cadets must perform at least 5 saber team performance events to receive this ribbon (cumulative).

Marksmanship Ribbon. Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative).

Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absence) for entire school year to be eligible to qualify for this award.

Service Ribbon. A ribbon awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals for the organization.

Health and Wellness (PT) Ribbon. Improve by 10% in 3+ categories or get a 85+ on PFT and miss no more than 5 PT days in a year. All percentiles will be automatically computed in WINGS and the following stars will be earned according to the individual scores: (a) Bronze Star- 75-84 percentile, (b) Silver Star- 85-95 percentile and the (c) Gold Star – 96-100 percentile.

Recruiting Ribbon. A ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC.

Activities Ribbon. A ribbon awarded for participation in Leadership Development Requirement (LDR) 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, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added on this ribbon for each year of membership beginning with the second year.

Attendance Ribbon. Awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during the entire school year.

Dress and Appearance Ribbon. Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades.

Longevity Ribbon. A ribbon awarded for successful completion for each AFJROTC school year (semester with 4x4 block schedule).

Bataan Death March. A ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.,).



Patriotic Flag. A ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

Civil Air Patrol Cadets are authorized to wear CAP ribbons upon demonstration of successful completion and documentation.

Badges:

Ground School Badge. Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school prescribed by the FAA.

- ❖ **CyberPatriot Badge:** The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn.
- ❖ **Kitty Hawk Air Society Badge:** Awarded to cadets who are members of the Kitty Hawk Air Society.
- ❖ **Model Rocketry Badge:** Awarded to cadets who have fulfilled model rocketry program requirements.
- ❖ **Awareness Presentation Team Badge:** Awarded for participation on an Awareness Presentation Team.

A CHART SHOWING ALL AFJROTC RIBBONS AND THE PROPER ORDER FOR WEAR, IS POSTED ON THE BULLETIN BOARD IN THE AFJROTC CLASSROOM.
WEAR YOUR RIBBONS PROUDLY AND PROPERLY.





AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

					
1. Air Force JROTC Gold Valor Award	2. Air Force JROTC Silver Valor Award	3. Cadet Humanitarian Award	4. Silver Star Community Service w/Excellence Award	5. Community Service with Excellence Award	6. Air Force Association Award
					
7. Daedalian Award	8. Daughters of the American Revolution Award	9. American Legion Scholastic Award	10. American Legion General Military Excellence Award	11. Reserve Officers Association Award	12. Military Officers Association Award
					
13. Veterans of Foreign Wars (VFW) Award	14. National Society United States Daughters of 1812	15. National Sojourners Award	16. Scottish Rite, Southern Jurisdiction Award	17. Military Order of the Purple Heart	18. Sons of the American Revolution Award
					
19. Military Order of World Wars Medal	20. American Veterans Award	21. Air Force Sergeants Association	22. Tuskegee Airman Inc. AFJROTC Cadet Award	23. The Retired Enlisted Association Award	24. Celebrate Freedom Foundation Award
					
25. Air Commando Association Award	26. Distinguished Unit Award w/Merit	27. Distinguished Unit Award	28. Outstanding Organization Award	29. Outstanding Flight Ribbon	30. Top Performer Award
					
31. Outstanding Cadet Ribbon	32. Leadership Ribbon	33. Superior Performance Ribbon	34. Achievement Ribbon	35. Academic Ribbon	36. Cadet Leadership Course Ribbon
					
37. Special Teams Placement Ribbon	38. All-Service National Competition Ribbon	39. Air Force Nationals Competition Ribbon	40. Orienteering Ribbon	41. Leadership Development Requirement (LDR) Leadership Ribbon	42. Drill Team Ribbon
					
43. Color Guard Ribbon	44. Sabre Team Ribbon	45. Marksmanship Ribbon	46. Good Conduct Ribbon	47. Service Ribbon	48. Health and Wellness Ribbon
					
49. Recruiting Ribbon	50. Activities Ribbon	51. Attendance Ribbon	52. Dress and Appearance Ribbon	53. Longevity Ribbon	54. Bataan Death March Memorial Hike Ribbon
					
55. Patriotic Flag Ribbon	56. Gen Carl A. Spaatz Award (CAP)	57. Gen Ira C. Eaker Award (CAP)	58. Amelia Earhart Award (CAP)	59. Gen Billy Mitchell Award (CAP)	60. Gen J.F. Curry Award (CAP)

Version: 3 August 2019



AFJROTC GRADUATION CORD

Cadets who have **successfully completed 4 years** of AFJROTC will earn a **blue/silver** cord to be worn at graduation.

Certificates of Training and Completion

There are two types of certificates that may be awarded to AFJROTC cadets: The Certificate of Completion and the Certificate of Training.

CERTIFICATE OF COMPLETION

Requirements:

- ❖ Must have passing grades in every credit granting period of the AFJROTC Program for three full years.

Benefits:

1. Cadets may be excused from either year of the General Military Course (GMC) of the Senior AFROTC Program. This must be arranged with the Professor of Aerospace Science (PAS) at time of enrollment in a college or university.
2. Cadets may be promoted to the paygrade of **E-3** upon graduation from Basic Military Training if enlisting in the Armed Forces (E-2 for USMC and Army). This places the cadet ahead of all other personnel enlisting at the same time, and theoretically makes the cadet eligible for promotion earlier than other enlistees who enter at the same time.

CERTIFICATE OF TRAINING

Requirements:

- ❖ Must have passing grades in every credit granting period of the AFJROTC Program for two full years.

Benefits:

1. Cadets may be excused from one academic term (semester or quarter) of the General Military Course (GMC) of the Senior AFROTC Program. This must be arranged with the Professor of Aerospace Science (PAS) at time of enrollment in a college or university.
2. Cadets may be awarded certificates even if they do not graduate high school since the certificate is based only on AFJROTC performance.



CHAPTER 11: CADET HEALTH & WELLNESS PROGRAM

Each **Friday** is Physical Training (PT) Day. It is always advisable to consult your physician prior to initiating any regimented exercise program. All cadets must have a fitness and parental consent form signed and on file before participating in the JROTC Fitness Program. All medical conditions identified on the medical consent forms are communicated to and copies are provided to Deland H.S. Clinic personnel in case of an emergency. Cadets who have medical conditions will be monitored **always**. **Both the SASI and ASI are certified in CPR**. Cadets are required to have inhalers, EPI-PENS, etc. readily available in case of emergency.

Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. Cadets enrolling in a college ROTC program, service academy, or those enlisting in a military service, will have to attain and maintain weight and physical fitness standards.

The physical fitness training program will include numerous activities and a personal fitness regimen with attainable objectives.

All cadets **must** dress out in the Air Force Physical Training Uniform (AFPTU): FL-023 PT T-shirt, shorts, hat, water bottle, and personal socks and tennis shoes.

On Physical Training days cadets are graded on the following two items: dress out in appropriate AFPTU and participation in PT activities. Cadets must participate in PT unless they have a written excuse from a parent/legal guardian or doctor. Not dressing out in AFPTU, will result in 50 points deducted out of a 100 point-formative grade. Additionally, not participating in PT activities will result in 50 points deducted out of a 100-formative grade. If cadets do not dress out in AFPTU they are still required to participate.

PHYSICAL FITNESS TEST (PFT):

Cadets will be tested on the Physical Fitness Test at least three times per year. The first test, scheduled within 45 days after school begins, serves as a baseline. Subsequent tests show improvement/areas needing work. This will be completed according to AFJROTC standards. During the PFT, if a cadet receives a percentile score of 80-89 they will earn a Bronze Star to be worn on the PT Ribbon, a percentile score of 90-99 will earn a Silver Star to be worn on the PT Ribbon and a perfect 100 percent earns the Gold Star to be worn on the PT Ribbon.



CHAPTER 12: COMMUNICATION

All cadets invited to attend should be in attendance or have a designated representative. Meetings are held during lunch or after-school. Cadets required to attend should be notified 3 days in advance as possible of the meeting. A notice will be placed in the announcements prior to the meeting. Those required to attend must be present unless prior approval of absence is granted by the SASI/ASI or Group CC/DEP/SUP. **The procedures for Group meetings will be:**

- ❖ The Group Superintendent will be responsible for setting up the room for all staff meetings. He/she is also responsible for maintaining order outside the classroom.
- ❖ All meetings will begin and end with the cadets being called to “Attention”. The Commander/OIC will give the command “Seats” and the meeting will begin.
- ❖ The SASI or ASI will be present and brief at all meetings. It is the responsibility of the Commander to ensure that time is made for this briefing.
- ❖ Meeting minutes will be taken and published within 24-hours by the executive officer, OIC, or NCO.

COMMUNICATION METHODS:

Weekly emails about upcoming school or JROTC events will be communicated via the following means: parent/cadet school email list, **JROTC website** <http://delandhs.org/afjrotc>, Instagram, or a letter sent home. We will make every effort to communicate what is going on in the corps; however, it's **YOUR responsibility to ensure your parents know what is passed on during class. USE YOUR PLANNER!!!**

Cadets will be provided an **AFJROTC Planner**, which is to be **brought to class daily**. Cadets are required to share information about AFJROTC, and other classes, at least once per week with their families to ensure they are informed about what is taking place in AFJROTC and at DHS.



Cadet Communication: The Main Source of Cadet Communication is the Microsoft team's app. As a part of being a Volusia county school student we all have access to Microsoft Teams. Use your Alpha code email and password to log in. Instructors and other cadets are present in these chats so **watch what you say** and keep teams for **strictly business**. The app can be downloaded on your **Vportal** or phone. Make sure you have notifications turned on in the app as well as downloading the app on your phone ensures better communication. Assignments will be placed here by instructors so it is **MANDATORY** you have the app on your phone or your computer.



The following are our social media accounts. Cadets should make every effort to belong to one or more:

WEBSITE: www.delandhs.org/afjrotc

INSTAGRAM: delandjrotc

Any other questions or concerns should be communicated through your Cadet Chain-of-Command; however, if you need to contact either the SASI or ASI(s) our information is as follows:

Aerospace Science Instructor (ASI) MSgt Fortino R. Garcia.
FRGARCIA@volusia.k12.fl.us or (386) 822-6909 EXT: 2-3360

Aerospace Science Instructor (ASI) MSgt Daira Hall
ddhall@volusia.k12.fl.us or (386) 822-6909