AZ-20064 Cadet Handbook

Sandra Day O'Connor High School
Air Force JROTC

Academic Year 2026

Forward

The Cadet Handbook will enable you to become a more effective cadet and aid the O'Connor High School Air Force Junior Reserve Officer Training Corps (AFJROTC) Detachment in becoming one of the best units in the United States.

The provisions of this handbook were not established arbitrarily. They come from a number of sources: U.S. Public Law authorizing and establishing the AFJROTC Program, the Memorandum of Agreement between Deer Valley Unified School District and the United States Air Force directives prepared by Headquarters Air Force JROTC, and from experience gained from the operation of other units.

Although these provisions form the foundation for the operation of the O'Connor High School AFJROTC Detachment, each provision of the Handbook was written to fulfill the goal of "developing citizens of character dedicated to serving the Nation and their community." Our goal is to help instill the values of citizenship, personal responsibility, and a sense of accomplishment in each and every O'Connor AFJROTC Cadet.

Your achievement in aerospace science academics, leadership development, and physical conditioning depends upon your effort and the spirit in which you abide by the provisions of this handbook.

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Preface

This Cadet Handbook has been prepared to establish a high standard of performance for O'Connor High School AFJROTC Detachment AZ-20064.

The Cadet Handbook is used as a reference for specific details to understand and maintain expected standards of performance. For example: proper wear of the uniform, placement of insignia, classroom conduct, promotions, academics, fitness, honor code, etc.

We believe cadets will voluntarily work for the betterment of the group if they are aware of the goals and mission of the unit. You, as a cadet, are responsible for obtaining a thorough understanding of the contents of this cadet handbook.

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Chapter 1

Mission, Goals and Objectives of AFJROTC

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

The **mission** of **Sandra Day O'Connor HS** is to empower students to learn, lead, and contribute.

The **goals** of the program are to instill values of citizenship, personal responsibility, a sense of accomplishment, and service to the nation and community.

Although students may elect to join the United States Military upon graduation, **recruiting students is not a goal or responsibility of the AFJROTC program**.

Through these objectives' cadets will develop:

1. Self-discipline and respect.
2. Patriotism and an understanding of their personal obligation to contribute to national interests.
3. A knowledge and appreciation for the traditions of the Air Force.
4. An appreciation of the basic elements and requirements of national security. \
5. A high degree of personal honor and self-reliance.
6. Leadership skills.
7. Followership and teamwork.
8. Maintaining professional dress and appearance.
9. Maintaining physical fitness and health.
10. Establishing goals of self-improvement and professional development.
11. Pursuing higher education and life-long learning.
12. Involvement in community service.

Cadet Honor Code

"I WILL NOT LIE, CHEAT, STEAL, NOR TOLERATE THOSE WHO DO!"

As a cadet, you are expected to set the example for others to follow. Your character must be above reproach and strong enough to withstand conflicting situations. Your words and actions should be above question because others will not follow someone they don't trust.

Doing what is right is not always easy. Sometimes you have to pay a high price for having the courage to stand by your convictions. You, the cadet, must believe in yourself and what is right. Being a leader involves having to make tough decisions and carrying them out for the benefit of the organization without regard for personal gain.

The ***Cadet Honor Code*** is a vehicle to guide you along the path of successful leadership and followership. If you tolerate a violation, you are as guilty as the one who commits the offense. Toleration comes easily in this society, and throughout life you will face temptation and urges that will encourage you to abandon your ideals. Some people have no problem with matters of conscience because they choose not to be ethical. In winning at all costs, the advantages are short lived and the costs high.

Make the honor code and personal integrity part of your life. The ***Cadet Honor Code*** will prepare you for the rigors of life and leadership, and will play a vital role in the never-ending development of your character. It is a minimum standard from which a cadet can build and evaluate his/her moral character throughout the years.

Strict adherence to "the code" is required by each and every cadet at all times and in all situations. Because you are a cadet, you will be given responsibility, and you will be expected to perform. Personal integrity is a common thread that links cadets of the past, present, and future. Integrity, as embedded in the ***Cadet Honor Code***, will enable you and others to accomplish the tremendous tasks you are asked to do as you meet the challenges of life.

Enrollment and Disenrollment

Enrollment. Enrollment is per the discretion of the Senior Aerospace Science Instructor. Cadets must enroll voluntarily and be full time students in good standing at O'Connor High School. Cadets must meet all program requirements. Program requirements include: taking AFJROTC academic courses, participation in the cadet corps activities, properly wearing the issued uniform each required uniform day, meeting and maintaining Air Force grooming standards, and maintaining acceptable disciplinary standards.

Disenrollment. In order to maintain the morale and discipline of the unit, the Senior Aerospace Science Instructor (SASI) can disenroll a cadet any time during the academic year for proper cause. The SASI will discuss/coordinate disenrollment with the cadet's counselor and unit's principal before removing the cadet from the AFJROTC Program. This includes but is not limited to a cadet who:

Does not wear the uniform three or more times in any grading period.

Does not pass an Aerospace Science course.

Does not maintain personal appearance and uniform standards after attempts to correct the deficiencies by the SASI, Aerospace Science Instructor (ASI), and/or senior cadets.

Does not abide by O'Connor High School student rules of behavior. History of suspensions and any expulsion are reasons for disenrollment.

Does not follow classroom rules, maintain a positive attitude towards training, and comply with classroom procedures.

Does not abide by the Cadet Code of Conduct outlined in this handbook and the Cadet Honor Code.

Exhibits public display of affection (PDA) **in or out of uniform** after being counseled and documented by the SASI and/or ASI.

Hazing and harassment of other cadets or O'Connor HS Students will not be tolerated. Cadets found guilty of this infraction will be disenrolled from the program and subject to disciplinary actions IAW the *Deer Valley Unified School District Student's Rights and Responsibilities Handbook.*

Reserve Cadets. Former cadets who have successfully completed one year of Air Force JROTC may be carried on the roster in the reserve cadet status. This status applies only to cadets who could not enroll in AFJROTC due to scheduling conflicts, and who maintain academic and behavioral standards. Reserve Cadets have the following privileges:

- May participate in leadership development activities and community service events.
- May retain their AFJROTC uniform.
- Are eligible to earn service and activity related ribbons.

Reserve cadets are **not eligible** for promotions, CIA trips during school hours, and credit towards higher grades in military enlistment.

Chapter 2

AFJROTC Curriculum

The AFJROTC curriculum is based on a four-year program for high school students. Each year is divided into three categories of instruction; Aerospace Science, Leadership Education (with community service requirement), and wellness (physical fitness/health). Cadets are provided with a detailed syllabus meeting AFJROTC Headquarters and Deer Valley Unified School District requirements at the beginning of the course. Syllabus receipt must be acknowledged in writing by the cadet and parent/guardian.

Aerospace Science Courses

AS-100: Milestones in Aviation History
AS-200: The Science of Flight: A Gateway to New Horizons
AS-220: Cultural Studies – An Introduction to Global Awareness
AS-300: Exploring Space – The High Frontier
AS-400: Management of the Cadet Corps
AS-410: Survival
AS-500: Aviation Ground School (not currently offered at O'Connor High School)
AS-510: AFJROTC Honors Senior Project

Leadership Education Courses

LE 100: Traditions, Wellness, and Foundations of Citizenship
LE 200: Communication, Awareness, and Leadership
LE 300: Life Skills and Career Opportunities

LE 400: Fundamentals of Management
LE 500: Drill and Ceremonies
ELCT 1: Unlocking Your Potential (UYP)
ELCT 2: National Endowment for Financial Education (NEFE)
ELCT 3: Congressional Medal of Honor Foundation (MOH)
ELCT 4: Pennsylvania Veterans Museum (PVM)
ELCT 5: Veterans National Education Program (VNEP)
ELCT 6: Cadet Guide/Handbook
CPDG: Cadet Pocket Drill Guide: Learn to lead

Physical Fitness Training

1. Presidential Physical Fitness Program (baseline, interim and final tests)
2. Developing a Personal Wellness Program (physical and mental health, nutrition, and fitness)
3. Team Sports / Field Day

Leadership Development Activities

Air Rifle Marksmanship Team
Competition Drill Teams
Competition Color Guard Teams / Special Event Color Guard Teams
Orienteering Team
Radio Control Model Aircraft / Multi-copter Club
Robotics Club
Paint Ball Club
Kitty Hawk Air Society
Physical Fitness Club
Saber Team
Academic Bowl Team
ASVAB Study Group
Awareness Presentation Team
Hiking Club
Survival Skill Training / Escape and Evasion

Chapter 3

AFJROTC Classroom Rules

The following classroom rules are in addition and supportive of Deer Valley Unified School District's Student Rights and Responsibilities and O'Connor High School's Policies.

1. You are expected to be in class and seated on time. Rise to the position of attention when directed by the flight commander/fight sergeant for roll call.

2. Absolutely **NO** food or drink (except water) will be consumed into the classroom **without** SASI/ASI permission.

3. No feet on chairs or tables; no leaning back in desks or sitting on desk or table tops.

4. Treat school/Air Force property with respect. Clean your classroom area prior to departure.

5. No heads on desks at any time. Cadets will be asked to stand against the back wall of the classroom if you are having trouble staying awake.

6. Rudeness or disrespect toward instructors, other cadets, or guests will not be tolerated. **There is zero tolerance for hazing and harassment of other cadets and students.**

7. No one will leave the class without the SASI/ASI's permission and an electronic hall pass

8. Personal grooming (e.g. brushing/combing hair, application of make-up, application of nail polish, application of body spray/deodorant etc.) will not take place in the classroom. Please utilize the appropriate facilities. Such as in the locker room or the back room.

9. Have your assigned work, Chromebooks, text books, and pen or pencil (sharpen pencils before the final bell) in your possession and ready for the start of class before the bell rings.

10. **No** cell phones usage or texting without permission from the SASI/ASI. Leave electronic devices in backpack until instructed to do otherwise.

11. When the dismissal bell rings, you will stand at attention next to your desk and wait to be dismissed by the flight commander/flight sergeant.

12. Be respectful of other students and instructors. Speak in turn and do not conduct side-bar conversations while others are speaking.

13. No running or rough housing in the classroom.

14. **Verbal abuse or physical discipline of cadets by cadets or instructors is forbidden.**

Chapter 4

Wear of the Air Force Uniform

The AFJROTC cadet uniform is, with minor exceptions, the same as that worn by active duty personnel. The reputation of the United States Air Force as a professional military organization is known worldwide and has no equal. The uniform is a symbol of that reputation. **Wear it correctly and proudly!**

Cadets are required to wear the uniform a minimum of once each week, and are inspected for compliance with Air Force dress and grooming standards. Uniform wear comprises part of the cadet's weekly grade category in the computation of the final semester grade. Failure to wear the uniform 3 times and to conform to Air Force dress and grooming requirements when wearing the uniform will result in a failing uniform wear grade and is grounds for disenrollment from the program. **Cadets will wear the Air Force gray physical fitness shirt on PT days.**

The Air Force Class A/B/C and PT uniform combinations are issued free of charge and the cost of required alterations is paid for by AFJROTC. You are responsible for dry cleaning and laundering costs associated with the proper care of your uniform. You are required to return all uniform items dry cleaned and laundered, at the end of the school year or when no longer enrolled in AFJROTC. You will be required to pay for uniform items lost or damaged beyond "fair wear and tear."

Issue of the Air Force Operational Camouflage Pattern (OCP) can be earned by 2nd through 4th-year cadets for demonstrated excellence in "Dress and Appearance Standards." This uniform is issued free of charge with the same care and return policy restrictions as stated above. This uniform is "wash and wear" and does not require dry cleaning.

Unit t-shirts are available for purchase by all cadets. Cadets may wear the unit t-shirt on designated days. Instructors will work with families who cannot afford to purchase a unit t-shirt.

The Cadet Senior Staff will set a weekly uniform wear day and direct which uniform combination should be worn. This information will be posted on the classroom white board, on Canvas, and briefed at the start of each class a week in advance. **Thursday is the 'normal' uniform wear day**. It may occasionally change due to holidays, special events, and ceremonies. If in doubt, default to this rule—wear "Class C" on Thursday.

OCP/t-shirts can be worn once a month in lieu of the "blue" uniform with the approval of the SASI/ASI. **Cadets who have missed a Class A/B/C uniform "wear day"** over the course of the month are ineligible to wear the OCP/t-shirt and are required to make up the missed "blue" uniform combination.

General Rules Concerning Uniform Wear:

1. The uniform wear day and uniform combination will be designated by the Cadet Senior Staff and annotated a week in advance on the classroom white board and on Canvas. If you are absent on uniform wear day, you must make up the uniform wear on your first day back to school. Wearing the prescribed uniform **all day** is mandatory unless otherwise instructed by the SASI or ASI. Failure to wear your uniform on the designated day, incorrect wear, or not wearing it for the entire day will result in a uniform wear grade of "0" for the week. Uniform day wear misses may be made up within the same week for partial grade credit **(each day late is minus 10%)**

    1. Only uniform items issued by the SASI/ASI/Cadet Senior Staff will be worn. Authorized purchase items may be worn with prior permission from the SASI/ASI. Civilian clothing will not be worn with the AFJROTC uniform.

    2. Hats will be worn as designated on campus, and at all times while off-campus (outdoors). Hats should be removed upon entering a building (except when under the lunch area overhang or a patio overhang).

    3. Backpacks should be carried over the left shoulder to enable saluting a senior officer.

    4. The service coat or wind breaker may be removed in the classroom to avoid binding or wrinkling. When the coat is removed in the classroom it will be

carefully draped over the back of your chair. The necktie will not be removed or loosened.

5. Sunglasses may be worn in uniform. Sunglasses must be conservative in style. Sunglasses will be worn properly (not on the top or back of the head/neck) and will be removed indoors. Sunglasses will not be worn in while in an official formation

6. The service dress coat, hat, tie/tab, windbreaker, and trousers must be **dry-cleaned** from time to time. **Do not wash the trousers, wind breaker or Class A jacket!**

7. The uniform shirt must be laundered and ironed to present a crisp, wrinkle free appearance. The only creases on the shirt or blouse are down the sleeves. Items will not be carried in the shirt pockets.

8. Cadets are expected to **not** walk around or keep hands uniform pockets.

k. Public displays of affection (PDA) while wearing the uniform will not be tolerated and repeated offenses will result in disenrollment.

l. Do not wear the uniform except as directed by the SASI/ASI/Senior Staff. Always ask the SASI/ASI for permission prior to wearing the uniform to a non-AFJROTC event.

Note: Appendix A Page 39: "AFJROTC Uniform Wear and Awards" is located at the end of the AZ-20064 Cadet Handbook. In this appendix, you will find descriptions and pictures of correct wear of AFJROTC Uniform, grooming standards, award criteria, and the AFROTC Ribbon Chart.

AZ-20064 SASI Discretionary Award Criteria.

Some AFJROTC Ribbons are awarded by the discretion of the SASI. The following guidance has been established as the criteria for earning these discretionary awards:

- **Outstanding Flight:** May be awarded each semester to the top 1st year, and 2nd/3rd year flights. The following criteria will be used to determine the winning flights: AFJROTC academics, behavior, co-curricular activity participation, dress and appearance, and community service hours.
- **Orienteering:** Compete in at least half of the Southwest JROTC Orienteering competitions.
- **Service:** Cadets will earn a Service Ribbon for every 20 hours of community service. Community service hours may be carried over from year-to-year.

- **Saber Team:** Cadets attend 75% of training and participate in at least one Saber Team event during the academic year.
- **Marksmanship Ribbon:** Cadets place 1st through 3rd in an AFJROTC sanctioned event (e.g.) Cadet Leadership Course.
- **Drill Team:** Cadets attend at least 75% of training and compete in at least one AFJROTC sanctioned competition during the academic year.
- **Color Guard:** Cadets will earn a Color Guard Ribbon for 3 color guard performances.
- **Dress and Appearance:** Awarded to cadets who achieve a 100% of Uniform Inspection and Chain-of-Command test days. Also, awarded at the end of each semester for those cadets who wore the correct uniform combination each week on the required day.
- **Good Conduct:** Awarded each semester based on cadet professionalism during the entire school day, and during co-curricular activities and after school events. SASI/ASI will check with the conduct office on student referrals each semester.
- **Recruiting:** Awarded to cadets who actively recruit another student to join AFJROTC. Also, awarded to cadets who help organize and execute recruiting events.
- **Activities:** Awarded to cadets who participate in any 4 of the AZ-20064 Leadership Development events.
- **Attendance:** Awarded to cadets each semester who have 4 or fewer absences in every class, with none of the absences being a verified "ditch."
- **Patriotic Flag:** Awarded to cadets who participate in a community-wide ceremony honoring American Veterans (e.g.) Veterans Day Parade, Anthem Veterans' Day and Memorial Day ceremonies. Mandatory school flag raising ceremonies do not count towards this event.
- **Awareness Presentation Team (Recruiting):** All cadets are encouraged to participate in the APT. Recruiting ribbons are earned by completing one of the following criteria:
    1. Recruiting a new cadet;
    2. Assisting in O'Connor HS's Future Freshman Night
    3. Participating in 2 or more events at O'Connor HS feeder schools.

Chapter 5

AFJROTC Salute Protocol

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

You will be taught the proper manner of saluting and the rules governing its use among military services. There are special rules at O'Connor High School governing the salute, as well as saluting areas, which you must become thoroughly familiar with. **A salute is required when outdoors, in uniform, when you encounter any active duty or retired officer, or a cadet officer of higher rank. It is highly recommended to salute the Principal and Assistant Principals too.**

a. The salute is rendered indoors only when cadets are in formations, participating in ceremonies, reporting to cadet officers, or reporting to the SASI/ASI. The proper sequence of reporting includes the rendering of the salute and the statement "Sir/Ma'am, Cadet (last name) reports as ordered," or other appropriate comment. The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet again salutes, the officer will return the salute or otherwise acknowledge it and the cadet will turn sharply to the most direct exit and leave.

b. A salute is never given or returned while running. The cadet will come to quick time (to a walk) and render the salute when approximately three paces from the officer. This should not be a problem since it is against regulation to run in uniform.

c. A cadet of junior grade will salute a cadet officer of higher grade first and hold the salute until it is properly returned or otherwise acknowledged.

If a cadet **in uniform** observes the American Flag being raised or lowered from any flag pole, he or she will assume the position of attention facing the flag, render the hand

a. Salute, and hold it until the flag has reached the summit or base of the flag staff. If the cadet is in civilian clothes, he or she will assume the position of attention facing the flag and place the right hand over the heart. If a cadet wearing civilian attire is also wearing headgear it will be removed.

b. When outdoors, cadets in uniform at O'Connor High School will render the hand salute during flag raising ceremonies and public recitation of the Pledge of Allegiance.

c. Cadet officers and cadet non-commissioned officers will correct saluting violations in a courteous and helpful manner. All cadets are expected to accept these corrections as being constructive and part of their development and training.

Chapter 6

Organization of the AZ-20064

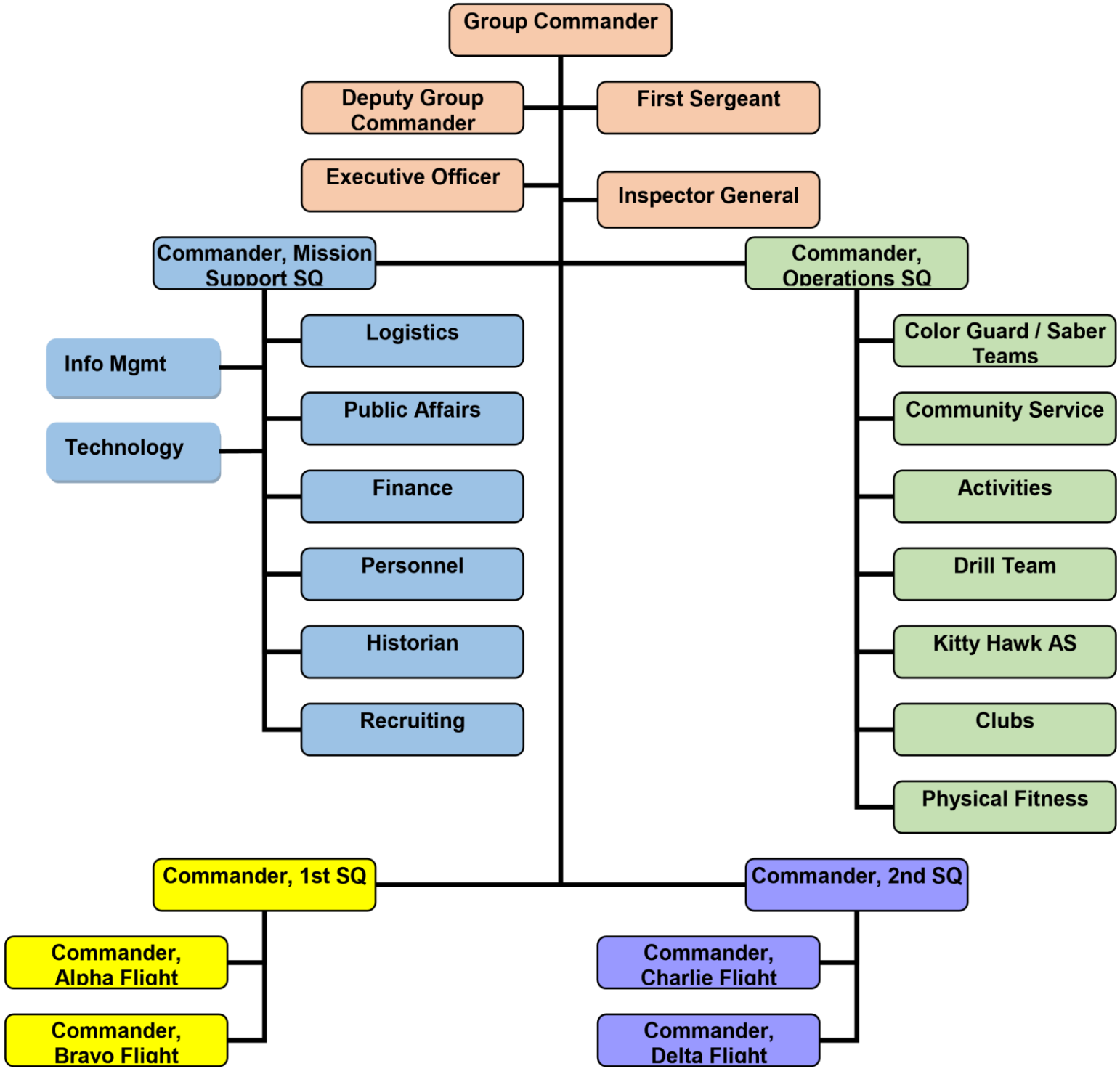
The diagram on the following page is a depiction of the group organization structure of AZ-20064. This organization breaks down the functions of the group into specialized tasks. The responsibilities associated with these tasks are found in detail in the following pages. Each cadet should study all of 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 group.

The organizational chart shows that not everyone can be a leader. A system exists (the promotion system) to ensure that cadet leaders are chosen carefully. Information relative to promotions is contained in a separate chapter.

Chain-of-Command is 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.

The leadership positions and maximum authorized grade are shown on the Unit Detail Listing (UDL). 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.

O'Connor High School / AZ-20064
AFJROTC Command Structure



Unit Detail Listing (UDL)

Function	Symbol/Position	Max Grd Auth	Nr Auth
Command	(C/GP/CC) Group Commander	C/Lt Col	1.....
	(C/GP/CD) Deputy Group CC	C/Maj	1.....
	(C/GP/IG) Inspector General	C/Lt Col	1.....
	(C/GP/XO) Executive Officer	C/Maj	1.....
	(C/MSSQ/CC) Mission Support	C/Maj	1.....
	(C/OPSQ/CC) Operations Spt Sq	C/Maj	1.....
	(C/SQ/CC) Operations Sq	C/Maj	2.....
	(C/GP/CCF) First Sergeant	C/CMSgt	1.....
Staff	(DT) Drill Team	C/Capt	1…….
	(CG) Color Guard/Sabers	C/Capt	1.....
	(LG) Logistics	C/Capt	2.....
	(PA) Public Affairs	C/Capt	1.....
	(DP) Personnel	C/Capt	2.....
	(FM) Financial Management	C/Capt	1.....
	(PT) Physical Fitness/OT	C/Capt	2.....
	(HO) Historian	C/Capt	1.....
	(CS) Community Service	C/Capt	2.....
	(AT) Activities	C/Capt	2 …….
	(RC) Recruiting	C/Capt	1……..
	(IM) Information Management	C/Capt	1……..
	(IT) Information Technology	C/Capt	2……..
	(KH) Kitty Hawk/ASVAB	C/Capt	1……..
Flight	(FC) Flight Commander	C/1Lt	As Req
	(FS) Flight Sergeant	C/SMSgt	As Req
	(EL) Element Leader	As Req	As Req
	(FM) Flight Members	As Req	No Limit

JOB DESCRIPTIONS

Similar to the active Air Force, responsibilities and duties increase with an increase of rank. Each cadet is expected to be capable of assuming the responsibilities and duties of the position to which he/she is appointed. The following job descriptions define only the major elements of each command and staff position.

Group Commander (C/GP/CC):

1. Command and control of the group, and establishment and maintenance of a high degree of esprit de corps, using members of his/her staff and subordinate commanders.
2. Ensure professional appearance, discipline, effectiveness, training and conduct of the group.
3. Assist the SASI and ASI in accomplishment of corps activities.
4. Identify and establish goals and metrics to be attained by the staff, subordinate commanders, and members of the group.
5. Ensure that all members of the group have the opportunity to develop leadership skills commensurate with their individual abilities.
6. Review and recommend disposition of demerit program proceedings to SASI/ASI.
7. Administer cadet corps activities according to Air Force principles and procedures.
8. Conduct bi-monthly senior staff meetings and monthly detachment meetings.
9. Recognition Board Chairman.
10. Publish agenda for Staff Meetings NLT Thursday the week prior.
11. Reports directly to SASI/ASI.

Deputy Group Commander (C/GP/CD):

1. Assists Group Commander in performance of his/her duties detailed above.
2. Fills in for Group Commander in his/her absence.
3. Serves as Group Inspector General (when a designated IG is not available), Assist the SASI and ASI in preparing for unit inspections.
4. Recognition Board primary member.

Inspector General (C/GP/IG):

1. Assists SASI, ASI, and Group Commander in performance of his/her duties.
2. Ensures group operations are in compliance with cadet guide.
3. Investigates grievances and non-compliance issues. Recommends corrective actions to CGP/CC, SASI, and ASI.
4. Oversees completion of unit self-inspection.

Executive Officer (C/GP/XO):

1. Develops and maintains detachment yearly calendar.
2. Recognition Board and staff meeting recorder.
3. Perform other duties as assigned by the CGP/CC.
4. Assists CGP/CD in unit inspection preparation and documentation.

Mission Support Squadron Commander (C/MSSQ/CC):

1. Ensure professional appearance, discipline, effectiveness, training and conduct of the Mission Support Squadron.
2. Ensure all Mission Support Squadron activities are conducted in accordance with current regulations, directives, policies, and procedures.
3. Recognition Board primary member.
4. Establish goals and metrics to be attained by subordinate staff members
5. Inspect subordinate staff functions and activities as scheduled and discuss results at staff meetings.
6. Perform other duties as assigned by the CGP/CC

Operations Squadron Commander (C/OPSQ/CC):

1. Ensure professional appearance, discipline, effectiveness, training and conduct of the Operations Squadron.
2. Ensure all Operations Squadron activities are conducted in accordance with current regulations, directives, policies, and procedures.
3. Maintains and updates the detachment's cadet handbook.
4. Recognition Board primary member.
5. Perform other duties as assigned by the CGP/CC.

First Sergeant (C/GP/CCF):

1. Ensure the professional appearance, discipline, efficiency, training and conduct of the cadet enlisted corps. \
2. Conduct periodic NCO meetings to ensure NCO utilization and proper group commander support. Directly support ASI in the conduct of corps activities.
3. Recognition Board primary member.
4. Perform other duties as assigned by the CGP/CC.
5. Establish goals and metrics to be attained by the cadet enlisted corps.

Public Affairs Officer (PA):

1. Coordinate with the O'Connor HS Newspaper Staff and OC TV in preparing publicity items concerning the Cadet Group.

   - Ensure that the appropriate publicity of O'Connor HS AFJROTC activities is communicated to the following public segments:

   - Local public
   - School population
   - Organizational population (the cadets)
   -Administrative population (Principal, Superintendent, and School Board)
   - The national public (United States Air Force, national magazines, and other AFJROTC units)
2. Ensure the O'Connor Year Book coverage reflects a thorough, professional, and accurate portrayal of cadet group activities.
3. Keep the C/MSSQ/CC informed of all activities.
4. Develop/maintain the unit web site/page with Historian Officer.
5. **All items must be cleared by SASI before release.**

Physical Fitness / Orienteering Officer (PT):

1. Plan, organize, and coordinate all athletic events and field day participation.
2. Develop, execute and administer presidential physical fitness training program.
3. Responsible for maintenance and security of physical fitness equipment.
4. Schedule and execute three Physical Fitness Tests per year.
5. Keep the SQ/CC informed of all activities
6. Establish goals and metrics to be attained by the PT Staff.
7. Organize and train orienteering team. Coordinate participation in orienteering meets.
8. Coordinate with the Logistics Officer for acquisition of required equipment.
9. Maintain up to date attendance records.
10. Enforce PT shirt wear.

Personnel and Recruiting Officers (DP & RC):

1. Maintains all cadet personnel information in WINGS. 2.Maintains a close liaison with the SASI/ASI to ensure that all recruiting assignments are conducted in a timely and professional manner.
2. Ensure dissemination of the advantages and benefits of AFJROTC to feeder schools, and the O'Connor High School student population.
3. Recommend/coordinate efforts to improve cadet retention.

4. Maintain an up-to-date recruiting presentation board and recruiting materials/supplies.
5. Coordinate annual recruiting trips to Middle Schools.
6. Develop a recruiting video.
7. Keep CMSSQ/CC informed of all activities.
8. Keep the organizational chart current by promptly posting changes in personnel, grade, position, etc. \
9. Assist SASI in administration of unit awards and decorations program. Develop and maintain awards and decorations tracker.
10. Maintains accountability for cadet's awards and decorations.
11. Coordinates with logistic officers to order supply of awards and decorations.
12. Coordinates cadet award and decoration receipt with squadron commander and personnel officers.
13. Assists coordination and orchestration of AZ-20064 Annual Cadet Award Ceremony.

Logistics Officer (LG):

1. Maintain cleanliness and serviceability of air rifles.
2. Assist the ASI with the receipt, issue and accounting of all uniform items, equipment, and Supplies in WINGS.
3. Provide the ASI with a timely list of staff office supply requirements.
4. Schedule and supervise the cleaning of the AFJROTC facilities and equipment.
5. Maintain inventory of detachment text books, workbooks, supplementary academic material, and videos.
6. Maintain inventory and security of detachment flight simulation equipment and software.
7. Keep the CMSSQ/CC informed of all activities.
8. Establish goals and metrics to be attained by the LG Staff.

Financial Management (FM):

1. Track all expenditures and income.
2. Process funds requests.
3. Plans and coordinates unit fundraising activities and ensures they are publicized.
4. Keep the CMSSQ/CC informed of all activities.

Historian (HO):

1. Maintains and updates the Cadet Group Scrapbook.
2. Maintains detachment's written history log.

3. Develops and /maintains a unit "Picture Board" depicting the Cadet Corp.
4. Keep the CMSSQ/CC informed of all activities.
5. Ensure photographic/video graphic coverage of all significant cadet activities.
6. Produce an Annual unit video and/or slide show presentation for awards night. Provide photo support for the cadet newsletter, group website, school paper, and yearbook.
7. Develop and maintain group website with PA Officer.

Community Service Officer (CS):

1. Plan, organize, coordinate and document Cadet Group community/school service projects.
2. Maintain quarterly files of community service projects completed and cadet participation.
3. Develop and post graphics depicting community service hours completed by each cadet.
4. Establish community service goals and metrics.
5. Work with PA to ensure community service activities are publicized.
6. Keep the CMSSQ/CC informed of all activities.

Drill Team Commander, Color Guard, and Saber Team Commander (DT/CG/ST):

1. Plan, organize, coordinate, direct and train the Group Drill Team / Color Guard.
2. Ensure the Drill Team is prepared for all parades and competitions.
3. Maintain a high degree of esprit de corps and discipline among team members.
4. Immediately report any discipline problems to the SASI/ASI through the cadet chain of command. This includes tardies and/or absences from practices.
5. Keep up to date attendance records and determine which cadets will be awarded service points, Drill Team / Color Guard ribbons, letters, devices, and course credit.
6. Develop a weekly training syllabus for SASI/ASI.
7. Ensure the Color Guard is prepared for all parades, competitions, assemblies, sporting events, etc.
8. Coordinate with the Logistics Officer for acquisition of required equipment.

Activities Officer (AT):

1. Plan, organize, and direct detachment activities.
2. Ensure funding is available for activities. Determine cadet cost for voluntary activities.

3. Responsible for Dining In/Out, Military Ball, Group Picnic, Field Trips, Parent-Teacher Night, Open House, and Awards Night.
4. Submit proposed activity schedule to CGC/SASI/ASI.
5. Keep the COPSQ/CC informed of all activities.

Information Technology (IT):

1. Maintains AFJROTC computer systems.
2. Responsible for maintenance and installation of flight simulation hardware and software.
3. Recommends flight simulation upgrades/purchases to Command Staff.

Information Management (IM):

1. Coordinates information dissemination method(s) with command staff.
2. Maintains classroom information boards.
3. Writes flight commander briefing memos.
4. Maintains unit website.

Kitty Hawk Air Society (KH):

1. Coordinates all KHAS activities.
2. Briefs cadets on purpose of KHAS.
3. Determines eligibility for admission to KHAS.
4. Ensures KHAS recruits complete required materials.
5. Promotes and coordinates AFJROTC tutoring.
6. Plans, coordinates and directs two major community service activities.

Squadron Commander:

1. Responsible for all facets of training, scholarship, and conduct of two flights.
2. Ensures flight commanders are fulfilling their duties.
3. Provides guidance to flight commanders as required.
4. Plans and coordinates all group formation activities and events (flag raising etc.).
5. Performs other duties at direction of CGP/CC.

Flight Commander:

1. Responsible for the appearance, discipline, efficiency and training of the flight
2. Advises the SASI/ASI/CSQCC on matters pertaining to the flight.

3. Leads and directs the flight at all group and flight functions.
4. Advises the First Sergeant and CSQ/CC of discipline problems.

Flight Sergeant:

1. Forms cadets for open ranks inspection and drill.
2. Prepares the flights for inspections.
3. Conducts physical fitness calisthenics.
4. Assumes command of the flight in the absence of the flight commander.

WINGS Cadet Access: Cadets are responsible for logging entries into WINGS that are commensurate with their job responsibilities. SASI/ASI will train senior cadets in WINGS at the beginning of the academic year. Once trained, cadets should only utilize WINGS for official business in their area of responsibility. Misuse will result in loss of privileges. Only the SASI/ASI will know the password.

Chapter 7
Leadership Development Activities

The purpose of co-curricular activities within the Group is to promote interest in JROTC and provide the opportunity to become more involved in the school and community.

Color Guard: A group of select cadets who present and post the Colors at formal and informal events, compete in competitions, and participate in parades. This elite group helps to spread awareness of O'Connor AFJROTC on a national, state, and local level. The Color Guard members may be issued special uniform items including boots, cords, berets, and gloves. It is an honor to be a Color Guard member, and members may be awarded Color Guard ribbons, letters, and letter devices for participation.

Drill Team: A formal group of select cadets that join together to polish and refine the complicated skills of military drill. The Drill Team attends local drill meets, parades, and other co-curricular activities in order to promote esprit de corps. The Drill Team is considered the "Best of the Best" and has high expectations of its members. Drill Team members may be awarded Drill Team ribbons, letters, and letter devices.

Kitty Hawk Air Society (KHAS): KHAS is a nationally recognized academic honor society for cadets in AFJROTC. The membership requirements for admission to the AZ-20064 chapter are published in the Detachment's KHAS By-Laws. The purpose of this society is to promote interest in the Air Force, encourage cadets to attend college, and realize the importance of an education. The objectives of KHAS are to develop higher academic standards, promote community service within the school and community, and to help cadets develop leadership abilities.

Awareness Presentation Team (APT): The APT consists of permanent members who are in charge of organizing a team that promotes a drug free lifestyle. The APT acts as role models to students at middle school and above. The team emphasizes living drug free, and the importance of not giving in to peer pressure.

Radio Control Aircraft / Multi-copter Club: The club is designed to enhance promote awareness and knowledge of all aspects of aviation, and the technology involved. Cadets design, build, and display various types of models and study the associated aerodynamics. This club normally meets on Thursdays.

Physical Fitness Club: Meets before school and emphasizes improving cardio fitness and weight training. The PFC is lead by a cadet and supervised by the SASI/ASI.

Orienteering: Cadets may participate in 4 state-wide JROTC Orienteering Competitions. Orienteering competitions consist of navigating via compass and map to a series of points scattered throughout the desert/mountain course over a two-hour timeframe.

Survival Skills / Escape and Evasion: Cadets will learn to enhance teamwork and employ survival, camouflage, and evasion techniques. They will also learn navigation, map reading, and land travel skills.

Saber Team: Cadets will learn saber commands and formation movements in order to perform during color guards, graduations, and community service events.

Academic Bowl Team: Consists of 4 primary (2 juniors and 2 freshman/sophomore) and two alternate cadets (1 junior and 1 freshman/sophomore) to compete in a nationwide JROTC academic competition. Selections are based on GPA and ability to work well with others in a stressful, time sensitive environment.

ASVAB Study Group: Informal before/after school meeting of cadets with a desire to practice ASVAB testing and to work on test taking skills to improve their scores and increase their military job opportunities.

Hiking Club: Cadets have the opportunity to hike the numerous desert/mountain trails throughout Maricopa County.

Community Service: Opportunity for cadets to give back to their community. Cadets can sign up and participate in school or community-based volunteer projects. Examples: Veterans' Day events; Arizona Special Olympics; First Food Bank; National Alliance on Mental Illness Charity Walk; PF Chang Marathon; Adopt-a-road clean up; parades; and many other activities.

Paintball Club: The Paintball Club is designed to enhance and promote physical fitness, teamwork and situational awareness. Cadets must be in good standing to participate and are responsible for all activity fees.

Chapter 8

Cadet Promotions

Promotion provides constant challenge and motivation to members of the AFJROTC. This attention and interest is proper since promotion reflects visible evidence of progression and standing among fellow cadets. It should be noted also that promotion is evidence of increased maturity, the ability and willingness to accept additional responsibility, and a demonstrated ability to direct others toward the attainment of objectives that result in effective organizational effort

Promotions in AZ-20064 AFJROTC are based on maturity, academics, behavior, and leadership performance that clearly indicates the ability to assume a position of increased responsibility. Each cadet should understand how selections for various command and staff positions are made to permit an equal opportunity for qualification and selection to these positions of leadership and responsibility.

The promotion system will be patterned after that of the active Air Force and will conform to guidance provided by Headquarters AFJROTC. The following provisions apply:

There are two kinds of grade (rank) a cadet may hold:

(1) **Temporary Grade:** This grade is awarded based on the position the cadet is assigned and the performance of the cadet. Since the grade is temporary, it may or may not be carried over from one year to the next. Cadets serving in a temporary grade may be reverted to their former permanent grade if they no longer hold an officer's position. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods.

(2) **Permanent Grade:** This grade is awarded based on years in AFJROTC along with cadet performance.

2. The following policies governing appointments and promotions apply to the O'Connor High School Air Force JROTC program:

a. The SASI/ASI will select the Group Commander, subordinate commanders, and key staff members. The Cadet Group Commander, Cadet Deputy Group Commander, Cadet Squadron Commanders, and the Cadet First Sergeant will

recommend to the SASI/ASI, who will act as the approving authority, nominees for all other cadet leadership positions.

b. Promotion and appointment actions will be announced by the GpCC, SqCC, or SASI/ASI.

3. **Promotion Criteria:** Unlike grading or evaluation in other courses at O'Connor High School, you will be evaluated on a number of factors prior to being promoted. As in the active Air Force, you will be evaluated on the "whole person" concept with consideration given to each of the following qualities:

   a. Academics: Cadets must receive a "B" or better in AFJROTC and have a 2.0 minimum combined GPA (with no "F"s) in all other classes.

   b. Responsibility, Behavior and Maturity (Professionalism): No suspensions. Multiple referrals for minor rule infractions (e.g. unauthorized cell phone usage) will also result in not being promoted for at least one cycle. Repeated complaints from other teachers about substandard behavior in their class.

   c. Service: Cadets must complete 10 hours of community service per semester for a grade and to be eligible for promotion.

   d. Uniform Wear: Failure to wear/inappropriate wear of the JROTC uniform on three or more occasions per semester. This includes failure to wear the correct physical fitness uniform on PT days. The number of PT and JROTC uniform misses are combined.

4. **Promotion Cycle:** Temporary and permanent grade promotions will occur at the end of each semester. The senior staff may promote a limited number of high-performing cadets below-the-zone (out of cycle) with SASI/ASI concurrence.

5. **Demotions:** Cadet demotions will be handled discreetly between the SASI, ASI, and affected cadet. Parents will be contacted when the demotion is due to a behavioral issue and not job performance.

Chapter 9

Cadet Recognition Board and Staff Operations

Purpose: The Cadet Recognition Board is to review and evaluate cadets for recognition within the school and group. This review will evaluate outstanding accomplishments, achievement, and leadership to recommend cadets for Cadet of the Quarter and Year, and for O'Connor HS Student of the Month purposes. Cadets will be nominated by their Flight Commander/Squadron Commander.

Composition: The board will be made up as follows:

	Primary
Chair	Cadet GP/CC
Recorder	Cadet GP/XO
Member	Cadet MSSQ/CC
Member	Cadet OPSQ/CC
Member	Cadet GP/CCF
Advisor	ASI/SASI

Notes: When a board member is being considered before the board, that person will be replaced by an alternate board member selected by the SASI/ASI.

If a primary board member is a TA, then they are ineligible to sit on the board.

Dress: All board members and cadets meeting the board must be in service dress uniform.

Convening the Board:

-The Cadet of the Quarter/Year board will meet the first MTSS-A period following the end of the quarter.

Nominee Procedures:

Cadets reporting to the board will knock once on the door for permission to enter.

After entering, march directly to a point three paces in front of the board chairperson. Salute, and report, "Sir/Ma'am, Cadet (your name) reporting as ordered". Hold the salute until it is returned. Take whatever action is directed of you.

You will be asked a number of questions prepared by the board. Answer all questions in a clear, distinct voice. Look directly at the member that asked the question. After answering the question, continue to look at the questioner for a moment in case a follow-up question is asked. When questioning is complete, always return your attention to the board chairperson.

When dismissed, move again to a position three paces in front of the chairperson, assume the position of attention, and salute. Hold your salute until final instructions are given and your salute is returned. Execute a facing movement and depart the room by the most direct route.

Note: All findings and recommendations of the board are subject to approval of the SASI, and are not official or releasable until approved by the SASI. No discussion among board members regarding any aspect of board proceedings will take place outside of the board room following adjournment.

Board Procedures: Nominees will be greeted and dismissed by the chairperson. The chairperson will not normally ask questions. Each board member will ask questions from the following areas: Air Force Customs and Courtesies, Current Events, Dress and Appearance, Drill and Ceremonies, and the AFJROTC Curriculum. Questions should be concise, requiring only a short answer. The same questions will be asked of all nominees competing for the same award. Board members will score each nominee on evaluation sheets provided. All materials used or generated while the board is convened will be submitted to the SASI when the board adjourns. The recorder will take notes on the date and time the board convened, who was on the board, the names of nominees meeting the board, and the time the board concluded its meeting. The SASI is the final approval authority for all board actions.

Staff Meeting Procedures

Staff meetings will be conducted as directed by the Cadet Group Commander.

Senior Staff Command Meetings will be held with only selected cadets in attendance. These cadets will include the Group Commander, Inspector General, Executive Officer, Mission Support Squadron Commander, Operations Squadron Commander, Squadron Commanders, and the First Sergeant (unless otherwise directed by the Group Commander). These meetings will be conducted in a professional manner as deemed appropriate by the Cadet Group Commander.

General Staff Meetings are open to all cadets enrolled in JROTC. They will be held in the classroom, set up and orchestrated as prescribed by the Cadet Group Commander. Every effort will be made to conduct General Staff Meetings during MTSS-A Period to ensure maximum participation.

Cadet Staff Office Rules

Use of the AFJROTC Instructors' office is a privilege. The office exists to provide an environment conducive to the professional and efficient conduct of official Cadet Group business. The following rules governing use of the Cadet Staff Office will be strictly enforced:

Only command and staff members are allowed in the office unless otherwise directed by the staff or instructors.

At no time will non-cadets be allowed in the staff office.

Access to the staff office is for the conduct of official business only. The staff office is not an area for socializing.

File cabinets and distribution boxes are to be used for staff support only. They will not be used as lockers for storage of personal items.

Computers are provided for the conduct of official Cadet Group business only. Computers will not be utilized for personal business or game playing.

Cadets will not install or remove software or change the operational setup or parameters of the computers. This includes screensavers, backgrounds, desktop settings, etc.

Cadet staff will access the internet only after receiving verbal consent from the SASI/ASI. Internet access is only for official detachment/school business. Instructors will sign the cadet into WINGS and log out upon completion of business.

Failure to comply with and enforce staff office rules may result in loss of staff office and demotion.

Procedures for Entry in to the Instructors' Office

Assume position of attention outside office door.

Knock once and wait to be recognized.

Once recognized, state: "Cadet _____ requests permission to enter."

When permission is granted, march to center self in front of the instructor, remain at attention, and state: "Cadet _____ requests permission to speak with _____ (SASI or ASI).

When permission is granted, State your business. Remain at the position of attention until directed otherwise.

When your business is completed, return to the position of attention, and state: "Cadet _____ requests permission to leave."

When permission is given, execute an about face movement and March directly out the office door.

Chapter 10

AWARDS AND DECORATIONS

A number of distinctive and coveted awards are authorized by AFJROTC for presentation to cadets based upon superior academic and leadership excellence or valor. There are two categories of awards with accompanying medals, ribbons, and/or certificates.

- National Awards
- AFJROTC Awards

The presentation of the awards will be done at an appropriate ceremony towards the end of each semester. Advance publicity will be arranged by the Public Affairs Officer, and the families of cadets will be invited to attend.

Wear of Devices on Ribbons: Cadets will wear the ribbon for each award earned. Additional awards of the same ribbon will be indicated by the wear of oak leaf clusters (devices) on the ribbon. A maximum of four devices may be worn on a ribbon. Bronze devices indicate a single award of the ribbon. Silver devices indicate the ribbon has been awarded five times. Silver devices will be placed to the wearer's right of bronze devices. Position the devices horizontally on ribbons and vertically on medals. Devices

will be worn tilted slightly downward to the wearer's right, with the stem pointing to the wearer's right.

If your devices do not fit (more than five) wear a second ribbon. When additional awards reduce the devices to a single ribbon, remove the second ribbon.

Ribbons of Other Services: AFJROTC Cadets are authorized to wear ribbons earned while enrolled in Army, Navy, and Marine Corps JROTC Programs. Cadets will wear AFJROTC ribbons ahead of other service ribbons.

Criteria for earning National and AFJROTC Awards is found in Appendix A.

Air Force and Space Force JROTC Ribbon Chart

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Chapter 11

AFJROTC Chain of Command

All cadets are required to know the following chain of command. When queried to a chai-of-command position, the cadet with respond with full title and first/last name:

Commander-In-Chief of the Armed Forces	The Honorable Donald Trump
Secretary of Defense	The Honorable Pete Hegseth
Secretary of the Air Force	Dr. Troy E. Meink
Chief of Staff of the Air Force	Gen. David W. Allvin
Commander Air Education and Training Command	Lt. Gen. Brian Robinson
Commander, Air University	Lt. Gen. Andrea D. Tullos
Commander, HOLM Center	Brig. Gen. Joseph Sheffield
Director, AFJROTC	Col Matthew Tipton
Principal, O'Connor HS	Dr. Lynn Miller
Senior Aerospace Science Instructor	Major Vaughan Whited
Aerospace Science Instructor	MSgt John M. Badey
Cadet Group Commander	

Chapter 12

Certificate of Completion and Training

There are two types of certificates that may be awarded to AFJROTC cadets:

- The Certificate of Completion
- Certificate of Training

Certificate of Completion

Requirement:

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

Benefits:

- Cadet may be excused from a 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.

- Cadet may be promoted to the pay grade of E-3 upon graduation from Basic Military Training if enlisting in the Armed Forces (E-2 for Marines). 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:

Requirement:

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

Benefits:

Cadet 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.

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

Chapter 13

Drill Terms and 30-Command Drill Sequence

The following list contains the most frequently used drill terms and a definition of each. All cadets are required to know and be able to explain these drill terms.

Explanation of Terms:

a. **Base Element** - the element on which a movement is planned, regulated, or aligned. Element farthest to the right when in column formation or at the rear of the formation when in line formation.

b. **Cadence** - the uniform step and rhythm in marching. The number of steps marched per minute.

c. **Cover –** the alignment of one element member directly behind the element member in front of them while maintaining proper distance.

d. **Distance** - the prescribed space from the front of one element member to the rear of the element member directly in front of them. The distance between individuals in formation is 40 inches as measured from their chests to the backs of the persons directly in front of them.

e. **Double time** - rate of marching 180 steps (30 inches in length) per minute.

f. **Dress** - alignment of flight members to the individuals on their immediate right or left.

g. **Element** - the basic formation; the smallest drill unit comprised of at least 3 cadets, one of whom is designated the element leader.

h. **File** - a single column of persons placed one behind the other.

i. **Flank** - the extreme right or left (troops' right or left) side of a formation in line or in column.

In Column - the arrangement of elements side by side with element leaders at the head of the formation.

j. **Inverted Column** - the arrangement of elements side by side with element leaders

to the rear of the formation.

k. **In Line** - the arrangement of elements one behind the other with the element leaders to the extreme right flank.

l. **Inverted Line** - the arrangement of elements one behind the other with the element leaders to the extreme left flank.

m. **Interval** - space between individuals placed side by side. Normal interval is an arm's length.

n. **Mark Time** - marching in place at the rate of 100 to 120 steps per minute.

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

p. **Quick Time** - the rate of marching at 100 to 120 steps (24, or 12 inches in length) per minute.

q. **Step** - the prescribed distance measured from heel to heel between the feet of a marching person.

r. **Half-step** – This is a pace of 12 inches.

s. **Preparatory Command** – The drill command which prepares you for the movement to
be executed.

t. **Command of Execution** – The drill command which tells you when to execute the drill movement.

u. **Flight** - at least two, but not more than four elements.

v. **Formation** - an arrangement of the units in any prescribed manner.

30-COUNT DRILL SEQUENCE

Cadet Commander will report in after the command fall-in is given.

Example: Sir/Ma'am, Unit Number, is prepared for the 30-command drill sequence. Request permission to use your drill area, Sir/Ma'am!

1. **Fall in (Sizing of flight is not required) march**
2. **Open ranks march**
3. **Ready front**
4. **Close ranks march**
5. **Present arms**
6. **Order arms**
7. **Parade rest**
8. **Attention**
9. **Left face**
10. **About face**
11. **Forward march**
12. **Right flank march**
13. **Left flank march**
14. **Column right march**
15. **Forward march**
16. **To the rear**
17. **To the rear march**
18. **Column right march**
19. **Forward march**
20. **Eyes right *(salute the evaluator)***
21. **Ready Front**
22. **Column right march**
23. **Forward march**
24. **Change step march**
25. **Column right march**
26. **Forward march**
27. **Flight halt**
28. **Left face**
29. **Right step march**
30. **Flight halt**

Cadet Commander will report out after the command flight halt is given. Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

**Per AFMAN 36-2203 the command "Fall In" requires proper sizing and count off to be performed. During HQ AFJROTC visits, sizing of the flight/count off is not required and the commander may call "Open Ranks" immediately after the command*

Chapter 14

Uniform Combinations

Class A:	Service Dress Uniform
Class B:	Service Uniform with Wind Breaker
Class B+:	Service Uniform with Tie and Wind Breaker
Class C:	Service Uniform
Class C+:	Service Uniform with Tie
Utility:	OCPs with brown or sage green boots
T-Shirt:	Current year Unit T-Shirt

- Flight Caps will be worn on-campus when directed by SASI/ASI.
- Flight Caps should be worn at all times when off-campus.
- Color Guard and Drill Teams may wear berets during performances.

Chapter 15

Air Force Song

Every cadet should memorize the lyrics to the first verse of 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 now, Give 'em the gun!

(Give ‘em 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!

Appendix A

Chapter 7: Uniform and Awards, AFJROTC Operational Supplement
(7 July 2020)

- **See Canvas**